GEORGE BROWN

Continuing Education

Winter 1988

Diploma Program in Early Childhood Education, See page 96.

GEORGE BROWN COLLEGE

CARDIOPULMONARY RESUSCITATION CENTRE

Heart attack, drowning, electrocution and suffocation are all life-threatening emergencies requiring immediate action.

ARE YOU PREPARED?

We offer a series of C.P.R. courses designed to meet community needs:

HEARTSAVER
4 hour course for the general public

INFANT/CHILD
4 hour course for people caring for young children

NEONATAL RESUSCITATION
15 hour course for infant care professionals

BASIC CARDIAC LIFE SUPPORT
(C.P.R. Basic Rescuer) 12 hour course for health care professionals

BASIC CARDIAC LIFE SUPPORT — RECERTIFICATION
(C.P.R. Basic Rescuer Recertification) 10 hour course

INSTRUCTOR TRAINING
15 hour course to train C.P.R. instructors

For further information about these courses see the Health Sciences section.

Courses can be arranged to meet specific needs of institutions, organizations and/or community groups.

For more information, please contact Evon Soong at **967-1212**, ext. 4226.

HOW TO REGISTER

George Brown College makes it easy for you to register by offering two convenient methods of registration.
Register as soon as possible because enrolment is limited and registrations are accepted on a first-come, first-served basis.

IN PERSON
Full details on in-person registration appear on page 107.
See back cover for the location and hours of our admissions offices.

BY MAIL
Use the registration form on page 108.
See page 107 for full details on mail registration.

Changing Directions?

We can help.

George Brown's Vocational Testing Service can help you decide whether to go back to school or change careers. The tests will assess your interests, skills and personality characteristics to match you to a career. The Test Centre's staff can also help you with job search techniques and information about the labour market.

For more information call:
967-1212,
and ask for the Test Centre

GEORGE BROWN COLLEGE

MICRO-COMPUTER TRAINING AT HARBOUR-FRONT

George Brown College — Harbourfront MicroComputer Centre
Courses are designed to provide hands-on microcomputer training using IBM compatible personal computers using the latest software products.

The Faculty
The George Brown College — Harbourfront Microcomputer Centre is equipped with 20 IBM compatible microcomputers and 4 printers.

Location
235 York Quay, Harbourfront

Courses
- Computer literacy (An Introduction to Microcomputers)
- Introduction to Lotus 1-2-3
- Introduction to dBase III
- Introduction to Wordstar and Wordstar 2000
- Office Applications Using Lotus 1-2-3
- Programming in dBase III
- Wordprocessing in Theory and Practice

IBM is a trademark of International Business Machines Corp. Lotus 1-2-3 is a trademark of Lotus Development Corp. dBase III is a trademark of Aston-Tate.

For further information about these courses and how to register see Computer Studies Section.

CAREER NIGHTS

If you're thinking about changing careers, here's an opportunity to explore several possibilities, absolutely free!

Each career night gives you an inside look into the careers possible in that field. Pertinent, up-to-date information is provided on job opportunities, present trends and areas of specialization in each field.

The speakers, professionals in the field, will share their insiders' knowledge of how to get started. Time will be available for them to answer your individual questions.

For additional information call 947-9914. Take this initial step toward selecting your new career!

Careers in Small Business
Tuesday 6 to 8 p.m.
February 2
St. James Campus
200 King St. E.
Room 185

Careers in Hospitality
Tuesday 6 to 8 p.m.
February 9
St. James Campus
200 King St. E.
Room 185

Careers in Marketing/ Advertising
Tuesday 6 to 8 p.m.
February 16
St. James Campus
200 King St. E.
Room 185

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ON THE COVER:
George Brown College's workplace Day Care Centre at Waterpark Place in downtown Toronto provides practical experience for Early Childhood Education program students.

Cover photo: Albert Li

20th Anniversary
George Brown The City College

BOARD OF GOVERNORS

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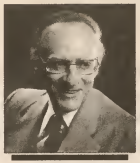


George Brown has earned a reputation for excellence in a number of diverse areas.

Childcare is one area in which the College — with little fanfare — has developed a leadership role. Our Early Childhood Education program, with its innovative training daycare centres, is seen by many as an important bellweather for the daycare industry in Ontario.

This program (which as shown on page 96 of this directory is offered on a part-time basis, as well on a full-time basis) is particularly vital because of the emerging role of daycare in our society. It is becoming obvious that high quality daycare — which is the kind we promote — is not merely luxury to be enjoyed by the lucky few but a necessity for two-income and single-parent families.

Our expertise in this field creates obligations and opportunities that extend beyond the classroom. George Brown is in a position to help set a standard for quality care in this burgeoning industry, and to improve the lives of thousands of parents and children.

The recent openings of two College-run workplace daycare centres for downtown office and garment district workers are concrete examples of our commitment. They not only provide excellent on-the-job training experience for our Early Childhood Education students but fill a community need. It is our intention to initiate additional workplace daycare centres in the near future.

D.E. Light
President

Personal Development

Gain Confidence/Overcome Shyness

CE876

Learn to relax and enjoy meeting new people. You can overcome shyness by understanding the 10 keys to self-confidence. The course also shows you how and where to meet people and how to start a conversation and keep it going.
Instructor: Howard Jones has worked extensively in the human relations field. He has presented seminars and workshops in confidence building, problem-solving and relationships to a wide variety of audiences. Howard has developed and taught self-development courses at George Brown College for the past five years.

Tues. 6:30 to 9:30 p.m.
Kensington Campus
9 hours Fee: $43.00
February 9 to February 23

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Relationships — Making Them Work for You

CES838

Analyze the dynamics at work in one-to-one and group meetings and learn what makes a successful personal or business relationship. Developing conversational skills and the art of listening are studied in detail. Conflict analysis, management and resolution are discussed through students' case examples.
Instructor: Howard Jones.

Tues. 6:30 to 9:30 p.m.
Casa Loma Campus
9 hours Fee: $37.00
March 1 to March 15

Assertiveness Training I

CE824

Shows you how to express yourself with confidence, tact and sensitivity. In an informal group setting where everyone's comments are welcome, you learn to relax and be yourself, get and keep the respect of others and refuse unwelcome requests.
Instructor: Margaret Code is president of the consulting firm Margaret Code Associates. With many years of experience in human resources management and a Master's degree from Harvard University, Margaret is an expert in enhancing individual and organizational effectiveness.

Mon. 6:30 to 9:30 p.m.
Casa Loma Campus
24 hours Fee: $81.00 Materials: $3.00
January 25 to March 14

Assertiveness II

CES809

The concepts learned in Assertiveness I are applied to more complex situations, such as handling intense disagreements, manipulation, and angry outbursts from yourself or others. Video recordings of several classes help you learn to cope with troublesome situations.
Instructor: Margaret Code.

Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
24 hours Fee: $81.00 Materials: $3.00
January 28 to March 17

Stress Management

CES840

Learn to identify the conditions and habits at work and home that lead to stress and how you can reduce their negative effects with a personal stress management plan. In this participatory course, you learn to recognize your physiological, emotional, cognitive and behavioural responses to stress and through this awareness, to make stress work for you as a positive, creative resource.
Instructor: Dr. Lucille C. Peszat is a director of the Canadian Centre for Stress and Well-Being. She was a colleague of the late Dr. Hans Selye, world-renowned authority on human stress.

Mon. 6:30 to 9 p.m. Casa Loma Campus
10 hours Fee: $49.00
January 25 to February 15

Career Change Workshop: The Keys to Success

CES876

This career-planning workshop helps you make career decisions that suit you as an individual. In a supportive group setting, led by an experienced career counsellor, you define career interests, assess your individual skills, values and experience, research occupational opportunities and set realistic goals. Ongoing support groups will be created. Participants have access to the College's Counselling Centre including the Career Resources Library for one year to assist in further career exploration.

Sat., January 30, 9:30 a.m. to 4 p.m.
Thurs., February 11 to March 17, 7 to 9:30 p.m.
St. James Campus
21 hours Fee: $85.00
January 30 to March 17

Courses in Adult Education for the Deaf Community

NEW

The Deaf and Hearing Worlds

CES902

An opportunity for deaf people to learn about themselves and explore the relationship between the deaf and hearing worlds. This course will look at the development of the deaf community and identify social influences and attitudes towards deafness. The instructor, Gary Malkowski, is deaf and will teach the course entirely in sign language. Mr. Malkowski is a vocational rehabilitation counsellor, a sign language instructor and a graduate of Gallaudet University in Washington D.C. This course is intended for members of the deaf community.

Tues. 6:30 to 8:30 p.m.
Casa Loma Campus
28 hours Fee: $35.00
January 26 to April 26

English Upgrading for the Deaf

See page 12.

Automotive

Know Your Car (Part I)

CAR800

This course discusses the major maintenance requirements of any car, easy to perform spot checks and tasks like changing a flat, starting a stubborn engine and dealing with the garage mechanic if repairs are really needed. Learn when to replace tires, batteries and brakes and get dozens of tips that help save money and lengthen the life of your car.
Instructor: Don McQueen has had a class "A" licence with an interprovincial seal for more than 10 years. He has also studied disc brakes, diesel engines, and electronic ignitions.

Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
12 hours Fee: $48.00
February 4 to February 25

Know Your Car (Part II)

CAR801

Prerequisite: Know Your Car (Part I) or equivalent.
A more advanced study of your car's different systems. Specific topics include: the lubrication system, types and grades of oil, how to change the oil and oil filter, winter starting aids and accessories, the braking system, selecting tires, changing a tire, the exhaust system and how to check for leaks, how to check and adjust the clutch, the suspension system, replacing shock absorbers, rust proofing, and replacing headlights and bulbs.
Instructor: Don McQueen.

Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
12 hours Fee: $48.00
March 3 to March 24

Sailing in the British Virgin Islands

NEW

For the winter of 1988, the Harbourside - George Brown College Sailing School is moving to the British Virigin Islands.

The School will offer the Canadian Yachting Association (C.Y.A) intermediate Cruising Standard Course, a 7-day "live aboard" sailing experience.

George Brown College – Harbourside Sailing School

Canadian Yachting Association Intermediate Cruising Standard Course

Prerequisite: C.Y.A. Basic Standard Cruising Course. The intermediate course is the next step for Basic Sailing graduates and is taught in a live-aboard environment on a C&C Landfall 38' yacht. The course teaches handling a larger boat with inboard engine under power and sail, use of boat equipment, cruising preparation and safe anchoring.

A C.Y.A. certified instructor will lead 4 students per boat. Graduates will be complete bareboat sailors of a medium sized keel boat. Successful graduates receive the Canadian Yachting Association "Intermediate Cruising Standard".

Course includes all material included in the C.Y.A. standard.

Mon., to Fri.
December 26 to January 2
February 13 to February 20
February 20 to February 27
March 12 to March 19
March 19 to March 26

Fee: $1,695.
Includes 7 days accommodation on board yacht, all meals except 3, course materials, text and logbook, all instruction, snorkelling gear and wind-surfers and airfare and all transfers from Toronto.

Note: Seniors discount is not applicable.

Phone Harbourside - George Brown College Sailing School at 368-4000 in for details.

Aviation

Private Pilots Groundschool

CES852

Groundschool preparation for writing the federal Ministry of Transport licensing examination but also suitable as a refresher course. Topics covered include: the theory of flight, aircraft, meteorology, navigation and air regulations. Ten hours of flight time are required for eligibility to write the MOT pilot licensing examination.

Instructor: Brian Laski, who has a class 1 instructor's rating, has taught all aspects of flying since 1977 at Toronto Airways Limited, Toronto Buttonville airport.

Tues. 6:30 to 9:30 p.m.
Kensington Campus
42 hours Fee: $108.00
January 19 to April 19

Sailing

Practical Coastal Navigation

CE816

A practical course on coastal navigation for sailors. Topics covered include: compass use and corrections, chart work, bearings, buoyage, signals and signalling, dock and anchor procedures, coping with darkness, fog and heavy weather, and planning a passage. Anecdotes, films and literature are used to present material.

Mon. 7 to 10 p.m. St. James Campus
30 hours Fee: $95.00
January 18 to March 21

Celestial Navigation

CE801

Prerequisite: Practical Coastal Navigation — CE 816.
This practical navigation course for boaters includes how to determine your position from the deck of a small boat anywhere in the world. Care and use of the sextant, how to take sights and plotting positions will be emphasized. A text almanac, tables and minimal geometry instruments will be required for the course.

Mon. 7 to 10 p.m. St. James Campus
30 hours Fee: $95.00
January 25 to March 28

Antiques

How to Buy Antiques

CE817

Whether you are interested in collecting antiques for investment or pleasure, this course helps you learn more about the booming antique market. You are taught to recognize different styles and periods of furniture, china, glass and silver, and how to discern quality and craftsmanship.
Instructor: Marion Heller holds a diploma in fine and decorative arts from the New Academy of Art Studies in London, England and has completed a decorative arts course at the study centre of the Victoria and Albert Museum.

Tues. 7 to 9 p.m. Casa Loma Campus
12 hours Fee: $43.00
February 2 to March 8

Canadiana Furniture and Collectibles

CES860

Learn to identify and evaluate the many forms of Canadian furniture from the 18th through the 19th century. Students are introduced to antique furniture from Upper Canada, Lower Canada and the Maritimes. Tools, woodenware, kitchen utensils and quilts are also presented. Examples are brought to class to study and a field trip is planned for the last week.

Tues. 7 to 9 p.m. St. James Campus
16 hours Fee: $64.00
January 26 to March 15

Homes

Buying Your First Home

RE801

This course is designed for first-time buyers whether purchasing a new or resale home. Topics examined include: what you can afford to buy; determining needs and wants; mortgage financing; choosing a real estate agent, home inspector and lawyer; offers to purchase; and hidden closing costs.
Instructor: Alan Silverstein is a Barrister and Solicitor as well as author of two best-selling books: "Hidden Profits in Your Mortgage" and "Home Buying Strategies."

Sat. 10 a.m. to 4 p.m. or *Mon.* 7 to 9:30 p.m.
St. James Campus
5 hours Fee: $24.00 Materials: $15.00
February 6 or March 14 to 21

Condominiums

CE869

Before you buy, let this course show you the advantages and disadvantages of owning a condominium in comparison to buying a single family dwelling. Topics covered include: various styles of condominiums, how to choose a good building, legalities of buying, renting your condominium, financing, price ranges, cooperatives, and trends in the Metro area.
Instructor: Marilyn Rothman is a real estate broker with her own company, which specializes in residential sales and leasing in the Metro area. She is a member of the Toronto Real Estate Board and the Ontario Real Estate Association.

Sat. 10 a.m. to 3 p.m. St. James Campus
5 hours Fee: $23.00 Materials: $3.00
March 19

How to Buy an Investment Property

RE807

This course covers two important areas which every investor or potential investor should consider before deciding to buy a residential investment property.
The first part is taught by a chartered accountant and deals with the financial benefits and income tax implications of buying an investment property.
Part two covers financing an investment property and includes the following topics: how to shop for a mortgage, cost and types of mortgages, methods of repayment, a section on the responsibilities of the landlord and tenant, and some practical case studies.
Instructor: Marilyn Rothman.

Sat. 10 a.m. to 3 p.m. St. James Campus
5 hours Fee: $53.00 Materials: $5.00
March 5

Hidden Profits in Your Mortgage

CES867

Save thousands of dollars with your mortgage as Canada's "Mortgage Magician," Alan Silverstein, brings his bestselling book to the classroom. Discover the different mortgage features available, and the best type of loan to arrange. Learn how the POPS principle – Paying Off Your Principal Sooner – will make you mortgage-free years faster. A must for every home buyer and home owner.

Sat. 10 a.m. to 4 p.m. St. James Campus
5 hours Fee: $36.00 Materials: $15.00
March 26

Basic Home Repairs

CES825

Learn to keep living spaces in good working order. Subjects covered include: keeping water in and out, furnace maintenance, repair of electrical plugs and switches, repair of plaster and drywall, hanging of objects, painting, wallpapering, installation of tiles, and caulking bathtubs and showers. Question and answer time is an important part of the course. Recognized experts speak on their specialties as schedules permit.

Thurs. 7 to 9 p.m. Casa Loma Campus
12 hours Fee: $44.00
January 28 to March 3

George Brown College
in collaboration with
The Elmwood Club

Presents

Post-Diploma Fitness Certificate in Specialty Leadership

The purpose of this program is to provide fitness leaders with the knowledge and skills necessary to design, develop, implement and refine the sort of theory-based programs demanded by state-of-the-art programs.
Overview: The specialty leadership certificate is comprised of four courses including:

i) low impact specialty – 15 hours
ii) stretch and strength specialty – 15 hours
iii) innovative choreography specialty – 15 hours
iv) stretch and relaxation techniques specialty – 15 hours

The courses run from mid-September until April with a Christmas break. Classes are normally scheduled to run Tuesday afternoons, but additional projects and/or visits may be planned. These visits will be arranged in collaboration with students in order to minimize disruption of personal work schedules.
Admission requirements: Applicants should be graduates of university or college fitness programs, with a minimum of 100 hours of exercise class leadership.
Students may register for individual courses.
A certificate is awarded upon successful completion.
Register: At Casa Loma Admissions Office, 160 Kendal Avenue.
Location: Classes are held at:
The Elmwood Club
18 Elm St.
Toronto, Ontario

Innovative Choreography Specialty FIT813

Prerequisite: Fitness graduate or permission from the instructor.
The focus of this course is the development of innovative and creative approaches to choreography utilizing and applying current exercise theory. Students design and demonstrate exciting new routines using the class as a forum to critique and refine choreography.

Tues. 2 to 4:30 p.m. Elmwood Club
15 hours Fee: $100.00
January 19 to February 23

Stretch and Relaxation Techniques Specialty FIT814

Prerequisite: Fitness graduate or permission from the instructor.
This course is designed to demonstrate and develop skills in the use of stretch and relaxation techniques. Through a series of classroom sessions and community visits, students are able to compare, contrast and implement current techniques and methodologies.

Tues. 2 to 4:30 p.m. Elmwood Club
15 hours Fee: $100.00
March 1 to April 5

Low Impact Specialty FIT811

Prerequisite: Fitness graduate or permission from the instructor.
This course covers current theory and techniques in low impact exercise. It focuses on the application of theory to practice, and is designed to facilitate the development of routines utilizing current research on low impact techniques.

Tues. 2 to 4:30 p.m. Elmwood Club
15 hours Fee: $100.00
Fall, 1988

Stretch and Strength Specialty FIT812

Prerequisite: Fitness graduate or permission from the instructor.
The Stretch and Strength Specialty incorporates theory and principles related to the use of rubber bands, ankle and wrist weights. Students are required to develop routines that demonstrate both a sound knowledge of theory and a skill in applying theory to practice.

Tues. 2 to 4:30 p.m. Elmwood Club
15 hours Fee: $100.00
Fall, 1988

Fitness

Certificate Courses

Certified Fitness Appraiser FIT901

Prerequisite: Post-secondary training in fitness, or permission of instructor.
This course is designed to meet guidelines required to apply to write the CFA examinations in Ontario. Under the direction of a CFA, apprentices complete a minimum of three months work experience which include 120 hours in fitness appraisal and exercise counselling. These hours include a minimum of 25 hours in each of the following areas: testing, interpretation and counselling, prescription. Formal evaluations, in a practical testing situation, are carried out three times during the course. The CFA and CFA apprentice must jointly submit applications to the CFACA requesting permission for students to write the CFA exam.

Wed. (plus additional times TBA) 6 to 9 p.m. Casa Loma Campus
120 hours Fee: $150.00
Fall, 1988

Introduction to Fitness Instruction FIT900

Develop skills in fitness leadership. Subjects covered include: basic physiology, anatomy and the effects of exercise, contraindications, components of a fitness class, the role of leadership, basic nutrition, and senior adult fitness. The course is run in collaboration with the Jewish Community Centre and is held at their northern branch, 4588 Bathurst St. Students may register in person at George Brown, Casa Loma Campus Admissions Office or by mail using the mail-in registration form contained in this directory.

Wed. 7 to 10 p.m. 4588 Bathurst St.
30 hours Fee: $37.50
January 6 to March 9
April 6 to June 8

C.P.R.

Please see C.P.R. Centre on page 75.

Coaching

National Coaching Certification Program Level I: Coaching Theory HS700

This course is offered in cooperation with the Sports and Fitness Branch, Ministry of Tourism and Recreation. It is designed to train and educate amateur coaches by improving their knowledge and skills in the theory of coaching. Topics studied include: the role of the coach, sport psychology, how the body works and grows, skill analysis, sport safety, teaching skills, and practice planning. While a Level I Theory Certificate is awarded upon successful completion of this course, participants are encouraged to contact the Ontario Sports Administrative Centre at 495-4000 for additional information on how the "Theory", "Technical" and "Practical" components can be combined for certification.

Sat. and Sun. 9 a.m. to 5 p.m.
Casa Loma Campus
14 hours Fee: $10.00
February 13 and 14
March 19 and 20

National Coaching Certification Program Level II: Coaching Theory HS701

Prerequisite: Level I
In Level II, students discuss such topics as: the role of the coach, setting group goals with athletes, training methods, nutrition and sport performance, sport psychology, care of sports injuries, teaching advanced skills, skill analysis and seasonal planning. A Level II Theory Certificate is awarded upon successful completion of this course. As in Level I, participants are encouraged to contact the Ontario Sports Administrative Centre at 495-4000 for additional information on how the "Theory", "Technical" and "Practical" components can be combined for certification.

Fri. 7 to 10 p.m.,
Sat. and Sun. 9 a.m. to 5 p.m.
Casa Loma Campus
20 hours Fee: $20.00
Spring, 1988

Sports

George Brown College
in collaboration with
The Toronto Basketball Association
presents

Master's Basketball HS806

– Men's Division
– Ages 35 and over
– Individual player registration only
– Teams to be drafted (preliminary 2-game draft process)

Winter Schedule:
2-Game draft process — Jan. 12, 19
Regular schedule — Jan. 26 – March 29
Sudden death play-offs — Dates T.B.A.

For more information, call Alex Barbier, 967-1212, ext. 3280.

To register, please see Anita Madrus at Casa Loma Admissions Office, 967-1212, ext. 2441.
Draft time: 6:30, 7:30 p.m., or 8:30 p.m.
Players will be assigned to a draft time.

Please register by January 7.

Tues., Casa Loma Campus
Fee: $90.00

Tennis

Enrolment in tennis courses is limited so students are encouraged to register early.

Tennis (Beginners) TENN800

Learn the art of playing tennis. A beginning game of tennis requires skill on four basic strokes: forehand, backhand, volley and serve.

Fri. 6 to 8 p.m. or 8 to 10 p.m.
Kensington Campus
16 hours Fee: $47.00
January 15 to March 4
St. James Campus
March 25 to May 20

Tennis (Intermediate) TENN802

Course content focuses on various types of forehands, backhands, volleys, serves, and developing a game plan.

Mon. 6 to 8 p.m. or 8 to 10 p.m.
or Wed. 6 to 8 p.m.
Kensington Campus
16 hours Fee: $47.00
January 11 to February 29
January 13 to March 2
St. James Campus
March 21 to May 9
March 23 to May 11

Tennis (Advanced) TENN804

This course focuses on advanced knowledge and skills in tennis, and pays special attention to various strokes and footwork.

Wed. 8 to 10 p.m. Kensington Campus
16 hours Fee: $47.00
January 13 to March 2
St. James Campus
March 23 to May 11

Tai Chi HEAL800

Tai Chi is an ancient Chinese form of exercise. It consists of a series of controlled, flowing movements which are designed to strengthen muscles and ligaments, improve circulation, increase flexibility and reduce stress. This course introduces the basic principles and movements and is designed for people of all ages and fitness levels. It is presented in cooperation with the Toronto Tai Chi Association.

Tues. 6 to 8 p.m. Nightingale Campus
16 hours Fee: $44.00
January 19 to March 8
March 15 to May 3

Yoga YOGA800

This ancient technique concentrates on individual self-development for perfect physical and mental well-being. It is strictly individual and teaches methods for independent use. Areas covered include: physical culture Asana, Pranayama or breathing techniques, meditation and mind-training.

Wed. 7 to 9 p.m. Casa Loma Campus
24 hours Fee: $50.00
January 13 to March 30

General Fitness

FIT800

A co-educational fitness program designed to improve strength, flexibility and muscular endurance with the focus on the cardio-vascular system. Each class is accompanied by music.

Mon. and Thurs. 7:30 to 8:30 p.m.
Casa Loma Campus
28 hours Fee: $55.00
January 11 to April 14

Wood

Woodcarving

WOOD800

An introduction to woodcarving from the preliminary sketch and model to the finishing and presentation of the carving. Specific subjects covered include: properties of wood, nature of woodcarving, principles of design as applied to the materials, and an in-depth study of tools and tool sharpening. Techniques taught include: carving in the round, relief carving, whittling, gouge carving, and incised, pierced and decorative chip.

Wed. 7 to 10 p.m. Casa Loma Campus
36 hours Fee: $80.00
January 13 to March 30

You and Your Money

Financial Independence Through Planning

CES878

Financial planning provides you with a comprehensive framework for helping you achieve financial independence. This course helps you to determine the most sensible plan for you in light of your income, your goals and your budget. Financial planning topics covered include: increasing your assets, diversifying your investments, reducing your taxes, and planning for early and comfortable retirement. Discussions include methods of increasing your assets through equity investing in the stock market, real estate and tax shelters.
Instructor Jennifer Hamilton is owner of Moneyworks, a Toronto financial consulting firm specializing in income tax preparation and planning. She is also co-founder of the Canadian Association of Registered Financial Consultants.

Thurs. 7 to 9 p.m. Sat. 9:00 a.m. to 1:00 p.m.
St. James Campus
8 hours Fee: $48.00
January 28 to February 18 (Thurs.)
March 5 to March 12 (Sat.)

How to Profit from Stock Market Investments

CES879

This course explores the diverse opportunities available to you by teaching you the essential skills of stock market investments. A wealth of information is presented on selection, timing, buying, selling, psychology, contrary opinion, trading, investing, charts, fundamental and technical analysis and low risk investing. We teach you the essentials to look for when selecting a stockbroker and ways of incorporating tax laws into your investments so that the profits stay in your pockets.

Sat. 9:30 a.m. to 12:30 p.m.
St. James Campus
3 hours Fee: $24.00
January 30

Hidden Profits in your Mortgage

For course description, see page 5.

How to Buy an Investment Property

For course description, see page 5.

Toronto

Toronto Theatrical Landscapes

CES845

For the theatre-goer who wants to develop a more heightened awareness of theatre as an art form. Learn to experience drama and its emotional strengths and develop your critical skills in judging performances. In addition to regular classes, participants attend several plays and when possible, have discussions with playwrights, directors and actors.
*Course fee does not include the cost of theatre tickets.

Wed. 6:30 to 9:30 p.m. class nights
8 to 11 p.m. play nights
St. James Campus
24 hours Fee: $71.00
January 27 to March 16

Music

Toronto Classical Music Landscapes

CES843

Expand your musical horizons in this survey of the history of music. Through lectures, discussions, recordings and live concerts you learn about musical forms, instruments, vocabulary and the works of the great masters from the middle ages to the 20th century. Also discussed are: the history of the modern orchestra, how it works and the role of the conductor. In addition to regular classes, this course includes attendance at three concerts by the world-class Toronto Symphony Orchestra in Roy Thomson Hall.

Thurs. 7 to 9 p.m. class nights
8 to 10 p.m. concert nights
St. James Campus
22 hours Fee: $71.00 Symphony tickets: $66.00
January 28 to April 7

Sounds Of The City: The History of Rhythm and Blues

NEW

CES883

This course explores the myriad styles of Afro-American music which, since World War II, have collectively been known as rhythm and blues. Through lectures, discussions, recordings and live concerts you'll learn the roots, stylistic characteristics, and sociological and historical context of such genres as jump blues, doo wop, black rock and roll, Motown and soul. Artists discussed range from Louis Jordan and Nat King Cole to Chuck Berry and Aretha Franklin. In addition to regular classes, two evenings will be spent attending r&b performances by name artists at local Toronto clubs or concert halls.
Instructor: Rob Bowman has taught music at the university level since 1979. At present he is working on a book about Stax Records, the home of Southern soul music.

Thurs. 7 to 9 p.m.
Casa Loma Campus
22 hours Fee: $71.00
January 28 to April 7

Introduction to Guitar: A Survival Course for the Beginner

CES834

Prerequisite: A playable guitar and perseverance. The instructor will advise on the acquisition of either.
Learn to play the guitar in this introductory course. Study the history of the instrument, the mechanics of holding and tuning it, the principles of chord changing and basic note reading. An ensemble work is rehearsed by the class and group work is encouraged.
Instructor: Jonathan Earp teaches at the Eli Kassner Guitar Academy and is an instructor in solo classical guitar performance at Brock University in St. Catharines.

Tues. 7 to 9 p.m. Casa Loma Campus
20 hours Fee: $71.00
January 26 to March 29

Intermediate Guitar: 1

CES874

Prerequisite: Introduction to Guitar — CES 834, or one year's experience playing.
This workshop offers the guitarist an opportunity to refine the techniques learned in Introduction to Guitar and to increase knowledge of the fretboard. Right hand facility will be stressed, both for finger and pick stylists. Emphasis will also be placed on relaxation, hearing and rhythmic development.
Instructor: Reid Robins, composer and guitarist, has studied with Pat Metheny and Stuart Fox. He is also the inventor of two new stringed instruments to be featured on his upcoming record album.

Sat. 11 a.m. to 1:30 p.m. Kensington Campus
30 hours Fee: $110.00
January 30 to April 23

The Synthesizer and Electronic Sound Creation

CES841

A look at the theory and practical use of the synthesizer in contemporary music and sound creation. Specific subjects discussed are: the history and evolution of the synthesizer, how sounds are created and emulated, additive and subtractive synthesis, FM sound creation, differences between analog and digital systems, PCM digital sound re-creation, digital sampling, and the newest development in synthesizer technology, MIDI interfacing.
Instructor: David Mark Smith is a professional recording artist and has written, recorded and produced two albums.

Mon. 7 to 9 p.m. St. James Campus
20 hours Fee: $71.00
January 25 to March 28

Composition Workshop for Instrumentalists

CES873

Composition is best learned by doing. Each facet of the art discussed in class will be put into practice to facilitate a working understanding of the underlying compositional principles. Topics include the creation of form, time, the functions of harmony, counterpoint, and the endless array of potential processes. Course will include project work that will be critiqued by the instructor.
Instructor: Reid Robins is a professional composer and guitarist whose training includes private studies with Pierre Boulez and Ph.D work at Harvard University.

Tues. 7 to 9:30 p.m. Kensington Campus
30 hours Fee: $120.00
January 26 to April 12

Video

Introduction to Video Production Techniques

ELS828

A hands-on course designed for anyone interested in video, whether for use at home or on the job. Topics include: basic technical knowledge of television, operating the camera and VCR, equipment comparisons, hands-on production workshops, basic composition and lighting, scripting, and an introduction to editing. Material is presented through lectures, class discussions, a video teaching package and manual, hands-on sessions, viewing and discussion of student work and guest speakers. While a camera and VCR are available for your use during class time, it is advantageous to have your own equipment for assignments and projects. Playback and editing facilities are limited to 1/2" VHS format.

Mon. 7 to 10 p.m. Casa Loma Campus
15 hours Fee: $47.00 Materials: $10.00
January 18 to February 15
February 22 to March 21

Etcetera

Herbs and Herbal Remedies

CES865

Learn about hundreds of herbs, their history and how they are used as preventative and curative agents. Other topics discussed include: modern medicine's reliance on herbal cures, the effects of herbal groups on the body, legislation pertaining to herbs, healers, aphrodisiacs, poisons, toxins, and the recognition and discrimination of adulterated herbs. Ample opportunity is given for group discussion of all subjects.
Instructor: Allan Bortnick is a chiropractor and naturopath currently practicing in the Toronto area. He has done intensive study in the areas of herbology, nutrition and holistic health care and uses herbs extensively in his practice.

Thurs. 7:30 to 9:30 p.m.
Casa Loma Campus
20 hours Fee: $59.00
February 4 to April 7

Stained Glass I

ART805A

Gain an appreciation of this unique art form in this introduction to the copper foil and lead techniques of stained glass. The course is designed for both the complete beginner and anyone who wants to improve their skills in this craft. Most aspects of stained glass are covered so each student becomes familiar with all the tools and materials needed in the completion of a stained glass window.

Mon. and Wed. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $130.00
Students must purchase their own material as required.
January 11 to March 16

World Tensions Today: A Discussion Group

CES842

An in-depth look at the background reasons for some of the ongoing areas of tension in the world. Topics studied and discussed include: the arms race — the greatest cause of tension in the world today, the terror of war remains; from guns to butter, why can't the world feed itself?, Central America — why are events so tragic and controversial?; South Africa and the stakes the superpowers have there; and the strategic and religious importance of the Middle East. Guest speakers directly involved in the topics of discussion participate as schedules permit.
Instructor: George Hoff, the foreign assignment editor of the CBC National television news, has just returned from a three month fellowship in Japan.

Tues. 7 to 9 p.m. St. James Campus
16 hours Fee: $59.00
January 26 to March 15

George Brown College in cooperation with

Harbourfront Canoe & Nordic Ski Club

Weekend Dog Sledding

CES884

This weekend introduction to the exciting winter sport of dog sledding includes return transportation to and from Algonquin Park, all supplies and equipment, food and accommodation (except Friday night meal) and all instruction.
The weekend begins with a dissertation on the history of Alaskan and Siberian Huskies, followed by an introduction to the equipment. Students learn how to approach the dogs, hook up the team and understand the balance of the dog team. The group travels two persons per sleigh into Algonquin Park to camp and stay the night. Special activities which may occur over the weekend include: Skiing, snowshoeing, skijoring and rock climbing.

Fri., Sat., and Sun. 6 p.m. to 4 p.m.
St. James Campus
24 hours Fee: $180.00
February 26, 27, and 28 or March 4, 5, and 6

Winter Camping

CES886

A weekend camping trip to the edge of the Canadian Shield introduces students to snow houses, lean-to's, tents, snowshoeing and winter survival skills. Students travel by bus from Toronto to MacTier, Ontario and then travel inland using snowshoes, skis and toboggans, make camp, and then spend an exciting day building snow houses and enjoying the serenity of the Canadian north.

Fri, Sat and Sun. 6 p.m.
St. James Campus
26 hours Fee:$100.00
February 5,6,7 or February 19,20,21.

For course information, please call Harbourfront Canoe School at 861-1233

For registration information please call 947-9914.

Seniors Cross Country Skiing

CES885

An introduction to the pleasures of cross country skiing including one in-class session and a full day of on-the-trail instruction at a ski centre. The in-class session covers: clothing, equipment, exercise and ski techniques using film, demonstration and discussion. The outdoor session covers: diagonal stride, turns, double poling and a variety of methods of negotiating hills. Students can choose from a variety of Saturday or Sunday excursions offered by the Harbourfront Canoe and Nordic Ski Club to ski areas such as Horseshoe – Medonte, Pleasure Valley, Mansfield and Hardwood Hills. Fee includes transportation, to and from the ski area, trail fees and all instruction.
Equipment rentals are available at the ski centres.

Thurs. 6:30 to 10:00 p.m.
St. James Campus
11 hours Fee: $45.00
January 7, 21 and February 4, 18.

Cross Country Skiing

CES881

A two-part introduction to the pleasures of cross country skiing including one evening in-class session and a Saturday or Sunday day-time ski trip with the Harbourfront Canoe and Nordic Ski Club. The in-class session covers: clothing, equipment, exercises and ski techniques. The outdoor class covers diagonal strides, turns, double poling and a variety of methods of negotiating hills. Students can choose from a variety of Saturday or Sunday excursions offered by the Harbourfront Canoe and Nordic Ski Club to ski areas such as Horseshoe – Medonte, Pleasure Valley Mansfield and Hardwood Hills. Fee includes transportation to and from the ski areas, trail fees and all instruction.
Equipment rentals are available at the ski centres.

Wed. 7 to 9:30 p.m. St. James Campus
9.5 hours Fee $45.00
January 6, 20 and February 3, 17

Sign Language

For Sign Language, Level I and II, see page 29.

The Great Outdoors

Ontario Hunter Safety Course

CES811

A preparatory course to writing the hunting licence examination of the Ontario Ministry of Natural Resources. The course is mandatory for all applicants without proof of a hunting licence. After an introduction to hunter safety and ethics, topics covered include: gun parts, safety and control when carrying a gun, game laws and regulations, game identification, methods of hunting, ammunition identification, field handling of the gun over fences, obstacles, and other procedures for firearms and boat safety. The course concludes with a mock examination similar in style and content to the government examination.
Purchase of a text is required.
Instructor: Doria Ciallella.

Mon. and Wed. 7 to 9:30 p.m.
Casa Loma Campus
20 hours Fee: $57.00 and purchase of text.
February 15 to March 9

Gardening

Home Landscaping

GARD808

Instruction on planning, beautifying and maintaining your property. This course will help both novice gardeners and those already gardening. It will include design of garden, siting and care of trees, shrubs, roses, flowers and vines, also correct areas for vegetable gardens. The latest information on materials for patios, rock gardens, paths, steps and hedges or fences. Soil preparation and improvement with composting and mulching. Propagation techniques, or how to make new plants by seeding, cuttings, layering and grafting. Students should bring drawing pads, sharp pencils, eraser, ruler and notebook.
Enrolment limited
Instructor: Marion Jarvie.

Thurs. 6:30 to 9:30 p.m.
St. James Campus
18 hours Fee: $69.00
February 4 to March 10

The Big Picture: An Introduction to Film Appreciation

CES875

The Big Picture is designed to introduce students to the variety and range of ways of looking at movies, the definitive art form of this century. Each week, students see a different feature film designed to illustrate the development and spectrum of cinematic expression. Classes are divided into two weekly components: a lecture/discussion followed by the evening's screening. Some weeks will feature appearances by special guests, i.e. movie insiders or experts with something to contribute to the class's growing understanding of this endlessly fascinating medium.

Films to be screened include:
Vertigo (1983, 128 mins) directed by Alfred Hitchcock
L'age d'or (France, 1930, 63 min.), directed by Luis Bunuel
Blackmail (Great Britain, 1929, 87 min.), directed by Alfred Hitchcock
Sullivan's Travels (U.S.A., 1946, 91 min.), directed by Preston Sturges
The Searchers (U.S.A., 1956, 119 min.), directed by John Ford
Blade Runner (U.S.A./Great Britain, 1982, 114 min.), directed by Ridley Scott
Family Viewing (Canada, 1987, 86 min.), directed by Atom Egoyan
The Lost Honor of Katherina Blum (West Germany, 1975, 106 min.), directed by Volker Schlondorff and Margarethe von Trotta
The King of Comedy (U.S.A., 1983, 139 min.), directed by Martin Scorsese.

Instructor: Geoff Pevere is a graduate of the Carlton University Film Studies Program; Geoff has worked as a film critic for Print, Radio and Television. He also works as a programmer for the Toronto Festival of Festivals.

Wed. 7 to 10 p.m. Casa Loma Campus
24 hours Fee: $85.00 (Fee includes all screenings.)
January 27 to March 16

College Preparation

Academic Upgrading

These courses are designed to upgrade a student's academic standing for self-development, career improvement or entry into apprenticeship, vocational training and two-year diploma programs offered at colleges of applied arts and technology.

English

Pre-Upgrading

ENG930

A preparatory class for students who possess basic English vocabulary, reading and writing skills but cannot meet the requirements of ENG 906. The emphasis is on developing reading and writing skills. Instruction is individualized although group instruction is also offered.

Tues. 6 to 9 p.m. Casa Loma Campus
50 hours Fee: $40.00
January 12 to May 3

English Upgrading 8

ENG906

Prerequisite: Grade 7 English or equivalent. A pre-intermediate course emphasizing grammar, usage, spelling, vocabulary, reading and compositional skills. For students who have been out of school for a number of years, this course is an excellent means of refreshing basic language skills and preparing for more advanced courses in English upgrading. Instruction is individualized although group instruction is also offered.

Tues. 6 to 9 p.m. Casa Loma Campus
50 hours Fee: $40.00
January 12 to May 3

English Upgrading 9

ENG907

Prerequisite: ENG 906 or equivalent. Detailed study of grammar and usage with practical writing assignments each class. Topics include: punctuatiot, spelling, reading and vocabulary development. Both group and individual instruction are used.

Tues. 6 to 9 p.m. Casa Loma Campus
50 hours Fee: $40.00
January 12 to May 3

English Upgrading 10

ENG 908

Prerequisite: ENG 907 or equivalent.
A brief review of grammar and punctuation as required. Emphasis is on developing vocabulary and reading and writing skills. Students learn descriptive, expository and narrative writing and prepare short reports and introductory business letters.

Tues. 6 to 9 p.m. Casa Loma Campus
50 hours Fee: $40.00
January 12 to May 3

English Upgrading 11

ENG 909

Prerequisite: Grade 10 English or ENG 908.
Students improve their reading rate, comprehension and vocabulary. Topics include: principles of discussion and debate; detailed analysis of short stories, poetry and short plays from twentieth century literature, origin of the English language, factors that cause a language to change and standards of usage.

Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
75 hours Fee: $40.00
January 11 to April 4

English Upgrading 12

ENG 910

Prerequisite: Grade 11 English or ENG 909.
Students learn to assess their own work using the techniques of various writers as guidelines. Listening and oral skills are developed through debates, presentations and simulated meetings. A detailed analysis of representative twentieth century writers focuses on drama and novels.

Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
75 hours Fee: $40.00
January 11 to April 4

Mathematics and Science

Mathematics Upgrading 8

MATH 906

Prerequisite: Grade 7 mathematics or equivalent.
A placement test is given to determine exact starting point.
An introduction to basic mathematics. Topics include: whole numbers, fractions, decimals, per cent, ratio and proportion. Individualized instruction with some group teaching.

Note: This class may be combined with MATH 907 and MATH 908.

Thurs. 6 to 9 p.m. Casa Loma Campus
50 hours Fee: $40.00
January 14 to May 5

Mathematics Upgrading 9

MATH 907

Prerequisite: Grade 8 mathematics or equivalent.
A placement test is given.
Review of mathematics fundamentals and an introduction to basic algebra. Topics include: linear equations, formulae, inequalities and the solution of word problems using algebraic equations. Individualized instruction with some group teaching.

Note: This class may be combined with MATH 906 and MATH 908.

Thurs. 6 to 9 p.m. Casa Loma Campus
50 hours Fee: $40.00
January 14 to May 5

Mathematics Upgrading 10

MATH 908

Prerequisite: MATH 907 or equivalent.
A placement test is given.
After a brief review of MATH 907, students are introduced to products and factoring, solving equations with two variables, graphing, equations involving algebraic fractions and some work with quadratic equations.

Note: This class may be combined with MATH 906 and MATH 907.

Thurs. 6 to 9 p.m. Casa Loma Campus
50 hours Fee: $40.00
January 14 to May 5

ADULT EDUCATION FOR THE DEAF COMMUNITY

ENGLISH UPGRADING FOR DEAF ADULTS

Improve your English reading and writing skills with the help of a qualified deaf instructor. George Brown College in conjunction with the Ministry of Skills Development is offering a new approach to English upgrading for the Deaf Community. This individualized program is for Deaf Adults and will be taught in Sign Language at no cost to the student. Come to the opening night information and registration session to meet the teachers and find out more about the classes.

INFORMATION NIGHT
Tuesday January 12
7:00 P.M.
Casa Loma Campus
160 Kendal Avenue

CLASSES
Tuesdays
7 to 10 P.M.

FOR MORE INFORMATION PLEASE CALL:
TDD: 967-0966 or
VOICE: 947-9914

Mathematics Upgrading 11

MATH 909

Prerequisite: Grade 10 mathematics or MATH 908.
Begin with a brief review of basic arithmetical skills and grade 10 algebra then learn to solve different types of equations. Topics include: problem solving, graphing linear and quadratic functions, solving right triangles and developing calculator skills.

Note: This class may be combined with MATH 910.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
75 hours Fee: $40.00
January 12 to April 5

Mathematics Upgrading 12

MATH 910

Prerequisite: Grade 11 mathematics or MATH 909.
Expand on skills developed in MATH 909 and learn to solve additional types of equations and inequalities. Topics include: solving linear and non-linear equations; quadratic, radical, exponential and logarithmic equations; relations and functions and how to graph them; sequences and series; solving oblique triangles; basic trigonometry and advanced calculator skills.

Note: This class may be combined with MATH 909.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
75 hours Fee: $40.00
January 12 to April 5

Physics

PHY 900

Prerequisite: Grade 10 science and grade 11 mathematics.
Study mechanics, heat and electricity at the grade 11 or 12 level.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
75 hours Fee: $40.00
January 12 to April 5

How to reach us:
947-9914

Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Biology

BIO 900

Prerequisite: Grade 10 science.
Covers the structure and function of the various body systems, human anatomy and physiology at the grade 11 or 12 level. Laboratory work is involved.

Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
75 hours Fee: $40.00
January 11 to April 4

Chemistry

CHEM 900

Prerequisite: Grade 10 science.
Introductory college chemistry at the grade 11 or 12 level. Includes work in the laboratory.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
75 hours Fee: $40.00
January 12 to April 5

Pre-Technology

For mature students who do not have the prerequisites to enrol in a technology program, the general education received in these courses provides them with a reasonable expectation of success in their chosen program. Classes are held during the day and the courses are 30 weeks long. Students wishing to enrol in individual classes must enquire about the scheduled times and fees by phoning 967-1212, ext. 2481.

Mon. to Fri. 8 a.m. to 3 p.m.
Casa Loma Campus
January 11 to May 7 (Semester I)
May 9 to August 12 (Semester II)

Pre-Technology

PT 700

Casa Loma Campus
2 Semesters

Computer Studies

PRGM 720

An introduction to computers and computing as well as the solving of technological problems. Topics include: approaches to problem solving, the BASIC language, flowcharts, plus writing, running and debugging programs.

90 hours (Semester I and II)

Pre-Technology Mathematics

MATH 740
MATH 750

A review of basic mathematics. Topics include: whole numbers, fractions, decimals, signed numbers, order of operations, powers and roots, algebra, percentage, ratio and proportion, formula manipulation, graphs, SI system of units, trigonometry and mensuration.

150 hours (Semester I and II)

Drafting

DR 704
DR 705

An introduction to drawing practices and the use of drafting instruments. Topics include: lettering, linework, applied geometry, orthographic projection, oblique and isometric drawings, freehand sketching, conventions and symbols, sections, dimensioning practices, detail and assembly drawings and an introduction to architectural and electrical drawings.

90 hours (Semester I and II)

Introductory Electricity

EL 714

An introduction to the nature of electricity and the basic structure of matter. Topics include: static electricity, resistors, Ohm's Law, DC measuring instruments and their use, simple DC circuits, series-parallel circuits, Kirchoff's Laws, conductors, chemical cells, work, power, energy, line losses and efficiency, magnetism and electromagnetism.

45 hours (Semester I)

Introductory Electronics

ELTC 722

Begins with a review of the atomic elements. Further topics include: structure and charges, conductors, insulators, semiconductors, circuit components, DC bridges, meter applications, diode rectifier, basic transistor operation, thermoelectric and photoelectric devices, timers and on-off switching devices.

45 hours (Semester II)

Introductory Chemistry

CHEM 714

Study the fundamental composition of matter and its different states. Topics include: the periodic table, symbols, valences, mixtures, solutions, bonding, chemical formulae, acids, bases, pH, oxidation-reduction and organic chemistry.

45 hours (Semester I)

Introductory Physics

PHY711

A study of the nature of heat, light and sound. Topics include: the effects of heat, temperature scales, specific heat, latent heat, heat of combustion and the expansion of solids and liquids.

45 hours (Semester II)

Introduction to Engineering Science

SC700

A study of mechanics, the strength of materials and fluids. Mechanics topics include: displacement, velocity, acceleration, work, energy, power and force systems. A discussion of the strengths of materials includes: tensile and compression stresses, shear force, shear stresses and bending moments. Topics associated with fluids include: hydrostatic pressure, Archimedes' Principle, fluid control, friction and machines.

60 hours (Semester II)

English "A" Language Development

ENG720

A review and application of basic grammar, punctuation, sentence and paragraph structure to ensure the student has mastered their usage. Class assignments develop the student's vocabulary and essay writing abilities.

75 hours (Semester I)

English "B" Applied Communications

ENG721

This review of the basic theory of communications emphasizes reading comprehension exercises and the development of effective oral and verbal skills. Learn to prepare letters, memos and other types of business communications.

75 hours (Semester II)

How to reach us:
947-9914

Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Liberal Studies Life Skills/Human Relations

HR701

Develop skills that will help you achieve your full potential and accomplish your personal goals. Let this introductory course in practical life skills psychology teach you positive techniques that help you deal with many day-to-day problems.

60 hours (Semester I and II)

Machine Shop Practice

MACH707

Learn the theory of metal cutting and the principles of machining operations. Metal cutting topics include: speeds and feeds, cutting fluids, drill sharpening, drill sizes and numbering systems. The discussion of machining covers: construction of machines, capacity of machines, economics and accuracy of machines, machining simple parts, measuring and layout, benchwork and a student project.

60 hours (Semester I)

Pre-Health Science Program

For people who want to enter a post-secondary health program but lack the prerequisites, this program helps prepare them for admission. Specially designed courses provide a background in basic sciences, English, mathematics and social sciences. This course runs for 16 weeks, 28 hours per week from 0800 hours-1600 hours with intakes in September and January. Classes are held at St. James Campus and are available for both part-time and full-time study. Selected courses are offered in the evening (see BIO 700X, CHEM 700X, MATH 700X). Evening courses are also available which are equivalent to Pre-Health English. For additional information, please call 967-1212, ext. 3379 or 3380.

Courses:
Biology 700, 80 hours, human biology
Chemistry 700, 48 hours, chemistry as applied to biology
Physics 700, 64 hours, physics for health sciences
Mathematics 700, 80 hours, basic and applied skills
English 700, 80 hours, basic English skills
Sociology 700, 64 hours, introduction to social science
Human Relations 700, 32 hours, study habits, communication, group dynamics

Fees (subject to change):

Full-time:
Tuition fee: $310.00
Confirmation fee: $50.00
(non-refundable) (deducted from $310.00)

Part-time:
The program may be taken on a part-time basis. Fees will depend on the hours of instruction.

Textbooks: Approx. $120.00

Graduates of Pre-Health who wish to enter full-time programs in the Health Sciences Division must apply through the normal selection process.

Biology for Health Sciences

BIO700X

Introduction to human biology and physiology in preparation for entrance into Nursing and Dental programs. This course is the equivalent of BIO 700 (see Pre-Health Science program).

Mon. and Wed. 7 to 10 p.m.
St. James Campus
65 hours Fee: $81.25
January 18 to March 30

Chemistry for Health Sciences

CHEM700X

Basic chemical principles required for life sciences with applications to biology. This course is the equivalent of CHEM 700 (see Pre-Health Science program).

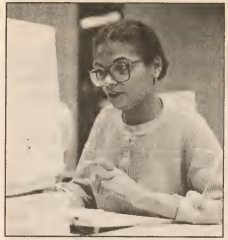
Tues. 7 to 10 p.m. St. James Campus
45 hours Fee: $56.25
January 19 to April 26

Prehealth Mathematics

MATH700X

This course is a review of basic mathematics leading to competence in the type of calculations used in post-secondary, health-related programs.

Tues. and Thurs. 7 to 9 p.m.
St. James Campus
65 hours Fee: $81.25
January 19 to March 31



Introduction to Computer Programming

EDP100X

An overview of business data processing and a base for further study of programming and system analysis. Topics include: hardware and software features, programming languages, flowcharts and practical experience programming in the BASIC language.
Text: Computer Fundamentals with an Application and Watcom BASIC Made Easy.

Mon. and Wed. or Tues. and Thurs. 6 to 8:30 p.m. or Sat. 10 a.m. to 1 p.m.
St. James Campus
50 hours Fee: $62.50 and purchase of text.
January 25 or 26 to March 30 or 31
April 18 or 19 to June 27 or 23

For more information about this course, please call 967-1212, ext. 3290.

Basic Keyboarding I

KB100X

Designed for those with minimal or no knowledge of typing. After the keyboard is covered thoroughly, students do drills to increase their speed and accuracy with the goal of achieving 20 to 25 words per minute.
Text: Typing Power Drills.

Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $5.00 plus purchase of text.
January 25 or 26 to March 30 or 31
April 18 or 19 to June 27 or 23

For more information about this course, please call 967-1212, ext. 3290.

Microcomputers

Computer Literacy (An Introduction to Microcomputers)

PRGM993

An introduction to the computer age, covering how computers work, computer terminology, what the computer can and cannot do and the types of machines available. Material is presented with helpful audio-visual aids and hands-on computer experience.

Tues. 6 to 9 p.m. or Sat. 9 a.m. to noon
St. James Campus
21 hours Fee: $84.00 Materials: $5.00 *January 26 to March 8 or January 30 to March 12*
March 15 to April 26 or March 19 to May 7
Tues. 6:15 to 9:15 p.m.
Harbourfront Microcomputer Centre
235 Queen's Quay West
(Register at St. James Campus)
January 26 to March 8
March 15 to April 26

For more information about this course, please call 967-1212, ext. 3290.

Introduction to Electronic Data Processing

PRGM970

Prerequisite: Grade 12 mathematics at the general level.
In this hands-on course, students cover a variety of topics, including: a brief history of computers, computer logic through simulation, the impact of computers on society, elements of computer systems and microcomputers in particular, and using software for word processing, data bases and spread sheets.

Tues. & Thurs. 5 to 7 p.m.
St. James Campus
30 hours Fee: $37.50

For more information about this course, please call 967-1212, ext. 3380.

Introductory Microcomputer Programming

PRGM925

This course covers the following topics: Introduction to the microcomputer, hardware, software, terminology and the language BASIC; writing, running, saving and printing programs; program development including documentation, editing, input and output techniques, decision-making and branching; arrays and READ/DATA statements.

Casa Loma Campus
30 hours Fee: $37.50
Mon. and Wed. 5 to 7 p.m.
January 18 to March 7
Tues., Wed. or Thurs. 7 to 10 p.m.
January 19, 20, 21 to March 22, 23, 24
Sat. 1 to 4 p.m.
January 23 to March 26

For more information about this course, please call 967-1212, ext. 2481.

Microcomputer Programming Techniques

PRGM935

Prerequisite: PRGM 925 or equivalent. Review BASIC programming techniques and learn more advanced BASIC statements and concepts. Topics include: advanced looping and branching techniques, subscribed variables, arrays, algorithms and problem solving methods, the use of flowcharting and/or pseudo-code, program documentation, sorting techniques including Bubblesort and Shellsort, handling cassette and disk files; creating, maintaining, updating, sorting and merging files. Students also select and develop a project.

Mon. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $37.50
January 18 to March 21
Sat. 9 to noon Casa Loma Campus
January 23 to March 26

For more information about this course, please call 967-1212, ext. 2481.

Microcomputer Assembler Language

PRGM955

Prerequisite: PRGM 935 — Microcomputer Programming Techniques or equivalent. This course covers the following topics: Advanced BASIC; introduction to the computer system structure and the operating system; hexadecimal system and addresses; DOS structure and basic DOS commands; basic concepts of assembler language; number bases and logical operations; software development concepts.

Wed. 7 to 10 p.m. Kensington Campus
30 hours Fee: $37.50
January 20 to March 23

For more information about this course, please call 967-1212, ext. 2481.

Microcomputers in Business

EDP800

Prerequisite: Basic knowledge of microcomputer operations.
An introduction to the various types of commercially available productivity software for those acquainted with the general procedures for processing business information. Subjects include: BASIC, electronic spreadsheet, word processor, data manager, graphics and integrated packages. Hands-on experience is offered in most of these areas.
Text: Lotus 1-2-3 – A Ready Reference Manual and dBase III – A Ready Reference Manual.

Sat. 9 a.m. to 1 p.m. St. James Campus
44 hours Fee: $98.00 Materials: $8.00 plus purchase of text.
January 23 to April 9
April 23 to July 16

For more information about this course, please call 967-1212, ext. 3290.

MS-DOS and the Personal Computer

PRGM908

Learn the physical components of MS-DOS, DOS commands and the different versions available. Other topics include: floppy and hard disk drives, volume labels, files and file names, control and editing keys, file handling, redirection, pipes and filters, hierarchical directories, line editor, batch file commands, configuring DOS with config. sys., keyboard reassignment, organizing a hard disk, hard disk backup and restoring.

Casa Loma Campus
30 hours Fee: $189.00
Tues. and Thurs. 5 to 7 p.m.
January 19 to March 8
Tues. 7 to 10 p.m.
January 19 to March 22
Sat. 9 a.m. to noon or 1 to 4 p.m.
January 23 to March 26

For more information about this course, please call 967-1212, ext. 2481.

Advanced MS-DOS

PRGM918

Prerequisite: PRGM 908 — MS-DOS and the Personal Computer.
This course covers the following topics: The I/O system, command.com, booting the DOS, machine compatibility, hard disk features and partitions, organizing a hard disk, backup procedures and strategies, restoring files on the hard disk, installable drivers and flexible facilities, keyboard and screen reassignments, data storage and retrieval, linking a batch file, calling a batch file from another batch file and returning to the point of call and continue, edlin commands: P,S,T,W,A, edlin versus full screen editing, different versions of DOS, file names and file attributes, DOS editing keys, other DOS, file names and file attributes, DOS editing keys, other DOS commands, MS-DOS and UNIX: a comparative analysis.

Wed. 7 to 9:30 p.m.
Casa Loma Campus
20 hours Fee: $156.00
January 20 to March 9
For more information about this course, please call 967-1212 ext. 2481

Introduction to UNIX

PRGM942

Prerequisite: Programming experience in one of the following: 'C', Fortran, Cobol, Pascal or FORTH.
For programmers who want to learn about the functioning and the abilities of the UNIX operating system in sufficient detail. Shell programming and UNIX utilities are covered in depth. 'C' language programming is not dealt with.

Thurs. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $250.00
January 21 to March 24

For more information about this course, please call 967-1212, ext. 2481.

Languages

'C' Programming Language (Part I)

PRGM933

Prerequisite: Programming experience in at least one other language.
This hands-on course provides an introduction to 'C' language programming. Specific topics include: program structure, strings, variables and pointers, control flow, functions, arrays, input/output and debugging. The cost of the text and materials is not included.

Mon. and Wed. or Tues. and Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
60 hours Fee $250.00
January 18 or 19 to March 23 or 24

For more information about this course, please call 967-1212, ext. 2481.

'C' Programming Language (Part II)

PRGM943

Prerequisite: PRGM 933 — 'C' Programming Language (Part I).
A hands-on course to improve the programming skills of PRGM 933 graduates in a UNIX-like environment. Further discussion of the theory in the following topics: structures, function pointers, buffered and unbuffered I/O, file handling and applications.

Mon. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $156.00
January 18 to March 21

For more information about this course, please call 967-1212, ext. 2481.

MICROCOMPUTER Training at Harbourfront

George Brown College - Harbourfront Microcomputer Centre
Courses are designed to provide hands-on microcomputer training using IBM compatible personal computers using the latest software products.

The Facility
The George Brown College - Harbourfront Microcomputer Centre is equipped with 20 IBM compatible microcomputers and four printers.

Location
Harbourfront, 235 Queen's Quay West York Quay

Courses

Computer Literacy – An introduction to Microcomputers
(See page 15 for course description and dates.)

Introduction to Lotus 1-2-3
(See page 17 for course description and dates.)

Introduction to dBASE III
(See page 17 for course description and dates.)

MS DOS and the Personal Computer
(See page 16 for course description and dates.)

Introduction to Wordstar and Wordstar 2000
(See page 18 for course description and dates.)

Lotus 1-2-3 for Office Applications
(see page 18 for course description and dates.)

IBM is a trademark of International Business Machines Corp. Lotus 1-2-3 is a trademark of Lotus Development Corp, dBASE III is a trademark of Ashton-Tate.

COBOL I

EDP101X

Prerequisite: EDP 100X or equivalent.
The mechanics of the COBOL language are introduced and students gain practical experience writing programs to solve business problems. The documentation of programs is emphasized.
Text: Cobol for the '80s.

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 Materials: $10.00 and purchase of text.
January 26 to March 31
April 19 to June 23

For more information about this course, please call 967-1212, ext. 3290.

COBOL II

EDP200X

Prerequisite: A grade of "C" in COBOL I or the equivalent.
Programming assignments cover accounts receivable and payroll applications and students are taught techniques for sorting, summarizing and updating a master file.
Text: Cobol for the '80s, OS/VS JCL and Utilities, and CMS Primer, Release 4.

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 Materials: $10.00 and purchase of text.
January 26 to March 31
April 19 to June 23

For more information about this course, please call 967-1212, ext. 3290.

Application Software

Introduction to dBASE III

PRGM997

dBase III and dBase III Plus are the latest versions of dBase. They are the most popular data base management software packages around for microcomputers. Learn the steps for creating, editing and displaying data records. You are introduced to sorting, indexing and preparing reports and elementary dBase programming.

Fri. 6 to 9 p.m. St. James Campus
18 hours Fee: $113.00 Material Fee: $7.00
January 15 to February 19
March 18 to April 29
Mon. 6:15 to 9:15 p.m.
Harbourfront Microcomputer Centre
235 Queen's Quay West
(Register at St. James Campus)
January 11 to February 15

For more information about this course, please call 967-1212, ext. 3289/3290.

COMPUTER COURSES AT DIXON HALL

Dixon Hall, in cooperation with George Brown College and Canada Employment and Immigration, is offering free microcomputer courses this summer.

Computers in the Communitys designed to meet the special needs of women, low-income adults, visible minorities, immigrants, and the disabled who have been unemployed 6 months or more.

Fourteen-week courses and one-day workshops will be offered beginning January 4,1988.

Courses are offered in the afternoons, evenings and Saturdays in these areas:

Keyboarding Skills/
Word Processing
Computerized Accounting
Business Applications on a Micro
Lotus 1-2-3
Career Counselling
Job Search Skills

DIXON HALL

For more information on courses and how to register, call Dixon Hall, 58 Sumach Street, after noon, at **863-0498.**

Advanced dBASE III

PRGM998

Prerequisite: PRGM 997 — Introduction to dBASE III plus practical experience.
This course is designed for those who want to use dBase III and dBase III Plus beyond just the interactive mode and become involved in its built-in programming language. The student starts by creating small business-related programs and learns how to build these step-by-step into powerful, integrated programs. These integrated programs relate to most business systems and provide a practical tool for the work place.

Wed. 6 to 9 p.m. St. James Campus
18 hours Fee: $114.00 Material Fee: $5.00
January 13 to February 17
March 2 to April 6

For more information about this course, please call 967-1212, ext. 3289/3290.

Introduction to Lotus 1-2-3

BUS813

Prerequisite: Basic knowledge of microcomputers.
A clear, concise and practical approach to the popular electronic spreadsheet which combines power and flexibility with ease of use. Both the novice and those with some knowledge of 1-2-3 will benefit from the course.

Tues. or Thurs. 6 to 9 p.m.
St. James Campus
18 hours Fee: $211.00 Material Fee: $7.00
January 19 or 21 to February 23 or 25
March 15 or 17 to April 19 or 21
Wed. 6:15 to 9:15 p.m.
Harbourfront Microcomputer Centre
235 Queen's Quay West
(Register at St. James Campus)
January 20 to February 24
March 16 to April 27

For more information about this course, please call 967-1212, ext. 3289/3290.

Advanced Lotus 1-2-3

BUS815

Prerequisite: BUS 813 — Introduction to Lotus 1-2-3 plus practical business experience with Lotus 1-2-3.
Explore the potential of 1-2-3 and move on to more advanced applications, especially the use of macros. Learn how to design the worksheet and create macros for a variety of business applications as well as data sharing between 1-2-3, dBASE II and Wordstar.

Mon. 6 to 9 p.m. St. James Campus
18 hours Fee: $203.00 Material Fee: $10.00
January 25 to February 29
March 7 to April 11

For more information about this course, please call 967-1212, ext. 3289/3290.

WordPerfect 4.2

PRGM909

This course is designed to introduce the student to WordPerfect 4.2, a full function word processing software package. The course covers the following topics: basic typing features of WordPerfect, creating and saving documents, editing text, formatting options, page numbering, printing function, moving and copying text, search and replace, Help key, Speller, Thesaurus, text columns, math, macros, merge capabilities and the sort feature.

Tues. and Thurs. 5 to 7 p.m.
January 19 to March 8
Thurs. 7 to 10 p.m.
January 21 to March 24
30 hours Fee: $203.00 Kensington Campus

For more information about this course, please call 967-1212, ext. 2481

Introduction to Wordstar and Wordstar 2000

PRGM999

Prerequisite: Familiarity with the keyboard. Using Wordstar and Wordstar 2000, the student is introduced to the fundamentals of word processing. This course examines editing, creating, saving, printing and revising documents; setting margins, columns, page length; inserting, deleting, copying and moving text.

Sat. 1 to 4 p.m. St. James Campus
30 hours Fee: $160.00 Material Fee: $5.00
January 16 to March 19
Fri. 6:15 to 9:15 p.m.
Harbourfront Microcomputer Centre
235 Queen's Quay West
(Register at St. James Campus)
January 15 to March 18

For more information about this course, please call 967-1212, ext. 3289/3290.

MultiMate

PRGM906

A comprehensive examination of the features of MultiMate. Topics include: the main menu, help menu, creating a new document, editing an old document, cursor movement, tabs, margins, line spacing, inserting, deleting, moving and copying texts, enhancing documents, search and replace, document handling utilities, checking spelling in documents, libraries, merging documents, key procedures and system utilities.

Tues. 7 to 10 p.m. Kensington Campus
30 hours Fee: $189.00
January 19 to March 22

For more information about this course, please call 967-1212, ext. 2481.

Lotus 1-2-3 (General Applications)

PRGM907

An examination of the attributes of Lotus 1-2-3 Release 2 program and an introduction to 1-2-3 templates and other aspects of the program. Other subjects include: border cells, pointer, mode indicators, error corrections, function keys, commands, formats and functions, file handling, print reports, business graphs, macros and the creation and manipulation of the database. No previous experience necessary.

Mon. 7 to 9:30 p.m.
Kensington Campus
25 hours Fee: $158.00
January 18 to March 21

For more information about this course, please call 967-1212, ext. 2481.

Introduction to ACCPAC General Ledger

ACC800

Prerequisite: Knowledge of basic accounting.
The ACCPAC General Ledger & Financial Reporting System can be operated by persons with varying degrees of accounting knoweldge. Students with an accounting background will, however, be in an advantageous position in appreciating the implications of the various teaching modules.
This course aims at teaching the student how to create and maintain a general ledger, enter accounting transactions and produce all critical financial reports, including company profile, chart of accounts, general ledger listing, batch status report, transaction journal, trial balance worksheet, detailed general ledger account listing, and custom financial reports and specification files.

Mon. 2 to 5 p.m. St. James Campus or
Harbourfront Microcomputer Centre
235 Queen's Quay West
(Register at St. James Campus)
21 hours Fee: $25.00
January 25 to March 7

Programming in dBase III

EDP801

Prerequisite: Intro. to dBase III or equivalent practical experience.
This advanced course introduces the concepts behind programming, and then goes on to creating menus, prompts, file maintenance programs, customized data entry forms and how to deal with multiple files.

Tues. 2:30 to 5:30 p.m.
Harbourfront Microcomputer Centre
235 Queen's Quay West
(Register at St. James Campus)
30 hours Fee: $250.00
January 26 to March 29

Office Applications Using Lotus 1-2-3

BUS844

Prerequisite: Keyboarding ability and basic understanding of Lotus 1-2-3.
The course introduces the student to the fundamentals of this very popular electronic spreadsheet, with an emphasis on how to use it in an office environment. Students are introduced to budget forecasting, combining files, and maintaining records.

Wordprocessing in Theory and Practice

WORD803

Prerequisite: Keyboarding ability required.
The concepts and principals involved in wordprocessing are examined in order to make the student flexible in adapting to different wordprocessing packages. Similarities between some of the different modern wordprocessing packages are discussed. The student will recieve plenty of hands-on experience using a popular wordprocessing package. A knowledge of keyboarding is required.

Wed. 2:30 p.m. to 5:30 p.m.
Harbourfront Microcomputer Centre
235 Queen's Quay West
(Register at St. James Campus)
24 hours Fee: $198.00
January 27 to March 16

For more information about this course, please call 967-1212, ext. 3289/3290

Macros in Lotus 1-2-3 (Release 2)

BUS912

Prerequisite: Must have completed Introduction to Lotus 1-2-3 (BUS 813) or practical experience with Lotus.
Macros in the past have been referred to by Lotus as the "typing alternative" since they could have saved a user from having to type the same 1-2-3 commands over and over again. Macros have come a long way in the last few years and are now a form of "programming." The student will start off by creating simple macros and then will gradually learn how to create more complex macros. Several macros for business applications will be presented and explained to the student. The course is very much "hands on," and the students will be actively creating their own macros in class.

Sat. 9 a.m. to 4 p.m. St. James Campus
6 hours Fee: $75.00
January 30
February 13
February 27
March 12

For more information please call 967-1212, ext. 3289/3290.

Communications

Certificate in Communications

Our Communications Certificate will help you win that paper war at the office with courses in written communications that will make your letters, memos, and reports clearer, more concise – and hard to ignore. We also have courses that will put more punch in your oral presentations and public speaking, teach you to build your vocabulary, or help you be more assertive and gain confidence. Our approach is all business and our instructors are professional communicators.
Students who have satisfactorily completed each course will receive a certificate of competence and, on completion of six courses, will receive a certificate in Communications. Courses selected from the Creative Writing Certificate program may be used as credits for this certificate with the approval of the department.
For more information, please phone 967-1212, ext. 3377.

Speaking with Confidence

ELS809

When you are called on "to say a few words" to a social or a business group, do swarms of butterflies fill the pit of your stomach? And is that fluttering panic you feel holding you back in your private and business life? Speaking with Confidence teaches you to make those swarms of butterflies fly in formation; to turn panic into poise.
You will learn to deliver reports and to give presentations with visual aids; to introduce guest speakers; to give a presentation and an acceptance speech.
Instructor: Hugh Thomson, writer, editor, public speaker.

Mon. 7 to 10 p.m. St. James Campus
36 hours Fee: $45.00
January 18 to April 4

Bare Essentials

ENG933

This course offers the "essentials" of writing skills for the student who is not quite ready for business, technical or creative writing courses. Basic rules of grammar, extensive practice in writing, punctuation, spelling and some speaking skills are included.

Mon. or Tues. 6 to 9 p.m.
St. James Campus
42 hours Fee: $52.50
January 11 or 12 to April 11 or 12

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Wordplay: Enlarging Your Vocabulary

ELS823

Are you often at a loss for words? This course teaches you how to improve your vocabulary and build your self-confidence in language use. Wordplay's workshop environment is supportive and non-intimidating. Words are explored through contemporary methods such as role-playing, visualization, and guided conversational exercises. Audio/visual aids are employed. Students work from a dictionary, Roget's Thesaurus and a text designed to increase vocabulary.

Thurs. 6:30 to 9:30 p.m.
St. James Campus
36 hours Fee: $45.00
January 14 to March 31

The following four courses, COMM 901, COMM 902, ELS 903 and ELS 909 are equivalent to courses offered in George Brown College post-secondary diploma programs. Students planning to take one or more of these courses for full-time credit should consult with the Chairperson of English and Liberal Studies or a designated coordinator.

Communications I

COMM901

Prerequisite: Grade 12 English or equivalent.
This course covers study skills, essential grammar and punctuation skills, organizing ideas effectively in paragraph and short essay forms, proofreading techniques, research skills, introductory report writing and short oral presentations.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50
January 12 to April 12

Communications II — Business & Technical Writing

COMM902

This course takes the student through a step-by-step process of writing either a business or technical report, including research, organization, outlining, bibliography, how to begin, sectioning, revision, and summary/abstract. Emphasis at the beginning includes basic rules of technical writing, grammar and layout. By taking one step at a time, the student produces a polished, well-researched "professional report" by the end of the course. Various business letter situations are covered as well.

Mon. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50
January 18 to April 18

ELS 903 if successfully completed, permits CGA candidates to meet the CGA Business Communications requirement. A diagnostic test is written the first evening of ELS 903. Students lacking the necessary language skills for formal report writing are advised to first complete ENG 933 — Bare Essentials. ELS 909 is strongly recommended to CGA candidates and all those interested in improving their oral communication skills.

Written Business Communication

ELS903

Prerequisite: Grade 12 or equivalent.
This course provides the student with a solid foundation in written business communication.
Instruction is given on appropriate format and technique in writing memoranda, business letters, policy and procedure manuals, and informal and formal reports, including the financial report.
Emphasis will be placed on planning, organizing and writing the message effectively.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50
January 12 to April 12

Oral Business Communications

ELS909

Prerequisite: Grade 12 or equivalent. Oral Business Communications helps you to shape your ideas and communicate them clearly and persuasively. It adds strength, depth and colour to your speech. Your skill in talking determines whether your ideas produce results, your business flourishes and your career advances.

This course helps you to succeed in all speaking situations: in meetings, in interviews, on the phone, in small and in large groups.
Instructor: Hugh Thomson, writer, editor, public speaker.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50
January 12 to April 12

Report Writing for Positive Results

ENG805

Prerequisite: Grade 12 or equivalent.
Designed for personal career satisfaction, this course provides intensive training in techniques of persuasive report writing and related oral presentations of matching effectiveness. Practical individual activities and group discussions are geared to managerial, occupational, social and recreational needs.

Wed. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $45.00
January 20 to April 6

The course "Writing for Clarity and Impact" — ELS 901, described in the Creative Writing section, may count as well toward the Certificate in Communications.

Writing that Works: Strengthen Your Skills for Work-Related Writing

ENG912

Do you wish you could rewrite your memos and letters? Write them better? Write them with more impact?
In this "before and after" workshop, you do guided rewriting exercises to convert ordinary memos into extraordinary communications. You also practise skills to strengthen your style, deliver clear messages and get the results you want from your readers.
Instructor: Marlene Webber, journalist and teacher of in-house writing courses in business and human service settings.

Wed. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $45.00
January20 to April 6

Developing an Effective Newsletter

CES818

For those who edit, write and produce small publications for companies, service groups, clubs and other organizations. In the first part of the course, writing and editing are emphasized. Other topics include setting publication goals, developing stories, interviewing, design principles, picture editing, layout techniques, production methods and dealing with suppliers.
Instructor: Roberta Resnick (APR, ABC) has a Bachelor of Science degree in journalism and 30 years' experience in communications, public relations and consumer services with multi-national companies in the U.S. and Canada.

Mon. 6:30 to 9:30 p.m. St. James Campus
18 hours Fee: $57.00
February 15 to March 21

Assertiveness Training

For course description, see page 1.

Gain Confidence, Overcome Shyness

For course description, see page 1.

Saturday Seminars in Communications

Interviews That Sell

ELS824

Big sellers today are the interviews with celebrities or with non-celebrities engaged in some noble or some unusual activity, strong in human interest.
The seminar covers both the "personality sketch" (an interview with, say, a visiting star) and the "opinion profile" (an interview with, say, Britain's Prime Minister).
It shows you how to establish instant rapport with your subject and how to write your interview so that the spotlight falls revealingly on the interviewee and makes the readers feel they were present. It demonstrates how best to set up each manuscript to meet the demands of each kind of publication.
The seminar demonstrates how to interview with note-taking and with a tape recorder, how to interview authorities when you are doing research for a non-fiction article or a non-fiction book.

Sat. 10 a.m. to 4 p.m.
St. James Campus
6 hours Fee: $36.00
March 5

Better Business Writing

ENG803

Almost everyone is expected to write on the job — memos, letters, reports, proposals, etc. This seminar helps participants work through basic techniques to strengthen all types of work-related writing.
Note: Please bring five typical samples of your writing for use in before and after exercises.
Instructor: Eugene Stickland.

Sat. 10 a.m. to 4 p.m.
St. James Campus
6 hours Fee: $36.00
February 20

Certificate in Creative Writing

Develop your romance (or mystery or feature story or poem). You can learn romance writing from a Harlequin editor, poetry from a prize-wining Canadian Poet, and journalism from a former Globe and Mail newshound. If that's not enough, try writing children's literature or a screenplay - the choice is yours. You can develop your own style and learn some of the tips of the trade at the same time.
After the satisfactory completion of each course, students will receive a certificate of competence and, on completion of six courses, will receive a certificate in Creative Writing.
These courses may be used to fulfill elective requirements in the General Arts and Science Diploma Program.
For more information, please phone 967-1212, ext. 3377.

Writing for Clarity and Impact

ELS901

This is a course designed for the student who wishes to write clearly and precisely in any situation — business, social, academic, political and journalistic. This is a nuts and bolts course in which language usage and style are examined critically. Students are required to write and review their work.

Tues. or Thurs. 6 to 9 p.m.
St. James Campus
36 hours Fee: $45.00
January 19 to April 5
January 21 to April 7

Journalism: Springboard to a Career

ENG934

News is anything that interests people. Nevertheless, it can be recognized and written only by those with "a nose for news" and a knowledge of how to write it for each of the media — the press, TV and radio.
This course develops that news-sense and those writing styles for general reporting and for the specialized covering of sports, entertainment, business, politics, science, education, religion, etc. If you're not interested in a journalistic career, this course will sharpen your observation and enjoyment of the daily news, in print and on the air, because you'll be an insider, someone "in-the-know."
The instructor is a former CBC radio interviewer, Toronto Star columnist and Globe and Mail editor.

Wed. 7 to 10 p.m. St. James Campus
36 hours Fee: $45.00
January 20 to April 6

Writing for Fun and Profit

ENG919

Today, with magazines laying off staff writers to cut costs, editors are seeking, as never before, contributions from freelance writers. So why not try writing feature articles or interview stories? Why not submit fillers, lyric poetry, light verse or travel articles? Or stories for children as well as stories for adults? Or humorous features or opinion pieces on lively current issues?
This course is for those eager to give freelance magazine writing a solid, educated try under the guidance of a professional writer and former editor of the Globe and Mail.
Instructor: Hugh Thomson

Thurs. 7 to 10 p.m. St. James Campus
36 hours Fee: $45.00
January 14 to March 31

Creating Short Stories

ENG801

The short story is enjoying a revival. This class/workshop explores the fundamentals of short story technique and structure, plotting, dialogue, characterization, tone and setting and offers an introduction to experimental writing. Guided by published author Nancy Kilpatrick, students create a short story in class as well as present works-in-progress for support and constructive feedback.

Thurs. 6:30 to 9:30 p.m.
St. James Campus
36 hours Fee: $45.00
January 14 to March 31

Writing Mysteries

ELS827

Are you dying to write a mystery? This course explores the theory and structure of mystery writing and develops stylistic techniques in a workshop situation. Each student writes either a short story or two chapters and an outline of a novel during the course and receives editing advice from the instructor (a published mystery writer) and from other students.
Instructor: Elaine Matlow.

Thurs. 6:30 to 9:30 p.m.
St. James Campus
36 hours Fee: $45.00
January 21 to April 7

Poetry Workshop

ELS902

This course provides an ongoing workshop approach to creative writing, emphasizing a collective critique by peers of submitted material. The instructor provides direction and focus during the session, as well as an overall strategy of development. The course facilitates in-class improvement of writing skills.
Students in this course bring established habits or patterns of writing and a commitment to developing their own material. The emphasis is on poetry, with particular attention to modern forms.
Instructor: Christopher Dewdney.

Mon. 6:30 to 9:30 p.m.
St. James Campus
36 hours Fee: $45.00
January 25 to April 11

Writing for the Theatre

ELS822

'Such stuff as dreams are made on' (William Shakespeare)
A well-known Toronto playwright provides an opportunity for students to write and evaluate either a one-act play or one act of a full-length play. Students begin by reading and analyzing a play before exploring all facets of playwriting through the process of creation of a script of their own. The course includes the viewing and analysis of a live theatrical production.

Tues. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $45.00
January 19 to April 5

Write Your Own Screenplay

ENG913

You have a great idea for a screenplay, but you don't know where to start?
There are definite structural stages a writer works through in fleshing out and dramatizing an idea — and this course leads the student step-by-step through those stages. Each student writes an outline of a full-length screenplay and the first 30 pages of a script based on that outline. In addition, marketing information and advice will be provided by the instructor, Nika Rylski, a scriptwriter with over 30 TV, film and radio credits to her name.

Thurs. 6:30 to 9:30 p.m.
St. James Campus
36 hours Fee: $45.00
January 14 to March 31

Writing for Children

ENG804

Children's books are magical.
Increasing numbers of people want to be part of the surge in children's literature in this country, to create that special book which young readers will always remember. In this course, presented by the staff of the Children's Book Centre, students meet established writers, illustrators, editors and publishers. They learn about the children's literary marketplace and publishing industry, and receive practical suggestions about how to approach a publisher. In addition, they have an opportunity to explore their motivation in writing for children and, through extensive workshop experience, to hone their writing skills. At the first class meeting, materials will be available for which the fee is $10.00.
Students register at St. James Campus.
Classes meet at the Children's Book Centre, 229 College St.

Tues. 6:30 to 9:30 p.m.
Children's Book Centre, 229 College St.
30 hours Fee: $37.50
January 19 to March 22

Writing for Children Workshop (Advanced)

ENG916

This workshop is designed for those who have successfully completed the initial Writing for Children course – and who now find themselves hopelessly addicted to the writing habit. Students taking the course are those who realize that writing for children is as demanding and risky as any other creative activity. They develop major writing projects, with the aim of bringing them nearer to a publishable state. Opportunities are provided for meeting established writers, editors and publishers. Students also learn more about the practical implications of embarking on a career as a writer.

Thurs. 6:30 to 9:30 p.m.
Students register at St. James Campus.
Classes meet at the Children's Book Centre, 229 College Street.
30 hours Fee: $37.50
January 21 to March 24

Romance Writers' Workshop

ELS812

Prerequisite: Ability to write creatively.
Every month, more than 140 romance novels hit the stands. Publishers are eager to find reliable new talent to meet their publishing requirements. Despite the opportunities for romance writers, rejects are high because aspiring writers are unaware of what the publishers want. Let Nancy Roher, editor of Harlequin books, help you to break into the romance fiction market. She helps you to understand the market, and identifies your style and gets you started on your next romance.

Mon. 6:30 to 9:30 p.m.
St. James Campus
24 hours Fee: $30.00
January 25 to March 14

Advanced Romance Writing

ELS818

Prerequisite: Romance Writers Workshop
This course is designed for the serious romance writer who has already written introductory chapters of a romance novel. The course guides the student to successful completion of a novel. Advanced Romance Writing gives intensive editorial assistance for in-process work. The class is restricted to 12 to 15 students to ensure maximum contact between instructor/editor and student. Individuals learn through interaction with other writers to overcome problems that all writers share.
Instructor: Claire Ablitt

Mon. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $37.50
January 25 to March 28

Saturday Seminars

Facts Cast in Fiction Form

ELS826

Today, the most marketable non-fiction is the unforgettable experience in your life, or an experience that taught you the lesson of your life. In the writing business, these are called Drama-in-Real-Life and Art-of-Living Feature, respectively. If you have such dramatic experiences in your life and want to write and sell them, you must cast them in the mold of the short-short (fiction) story. This seminar shows you how to compose, set up and market such sure-fire pieces.
Instructor: Hugh Thomson

Sat. 10 a.m. to 4 p.m.
St. James Campus
6 hours Fee: $36.00
January 30

Be a Freelance Critic

ELS821

Toronto is one of North America's leading centres for the performing and visual arts, and magazines and newspapers welcome qualified freelance reviewers to help cover the bustling arts scene. For such assignments you are paid to sit in the best seats and review the art form you know and love best. For 20 years, the instructor was music-drama-art critic with The Toronto Star and, subsequently, was Entertainment Editor of The Globe and Mail. The seminar could launch you on a career as critic, part-time or full-time.

Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $36.00
February 27

Travel Writing

ELS825

Everybody is travelling far and wide these days; travel publications are flourishing and their editors are eager to receive freelance stories. Most they get in the mail are, however, rejected because the style and the content are useless.
The instructor, a veteran travel writer, shows you how to write in a fresh, imaginative style (free of "travelese") and to slant each piece to suit the travel editor.

Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $36.00
January 23

Breaking into Print: How to Write for Magazines

ENG802

In this one-day workshop, participants benefit from help given by a skilled practitioner in assessing their own writing potential and in deciding the field in which they can specialize and place their articles. They receive practical tips on planning, researching, and organizing an article. Class assignments provide the opportunity to evaluate articles and to improve their own writing and marketing skills.
Instructor: Claire Ablitt regularly has her own articles published in various magazines and journals. She was an editor with Harlequin Books and successfully taught courses on How to Write Romances.

Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $36.00
February 13

Certificate Program in Teaching and Training Adults

This program is designed for teachers or those intending to teach on a full-time or part-time basis in community colleges, business colleges or institutes, and trainers in business, industry, government, non-profit organizations and health care facilities. It will offer appropriate theoretical instruction, but the primary program emphasis will be on practical application.
The program consists of two core courses covering essentials that are relevant to all participants and short intensive elective workshops geared towards the particular needs of participants, eg., health care professionals, business trainers, college instructors. As well, some electives offer a more in-depth examination of core units with topics selected to satisfy participant's own interest, eg., Independent Self-Directed Learning, Training Volunteers and Organizing Workshops and Seminars.
The program is taught by a team of skilled practitioners from colleges, business and industry.
For general counselling or registration information for this program, call 967-1212, ext. 3239 or 3241.

Compulsory:
- Introduction to Teaching and Training Adults: Planning and Preparation Skills
- Instructional Techniques

Electives:
- Learning Styles and Teaching Strategies
- Blocks to the Learning Process
- Advanced Audio-Visual Aids
- Interpersonal Communication
- "Exceptional" Students
- Learning and Studying Skills
- Independent Self-Directed Learning
- Training in Business and Industry
- Action Training Techniques
- Advanced Microteaching
- Clinical Supervision for Health Science Instructors
- Multiculturalism
- Organizing Workshops and Seminars
- Training Volunteers

Introduction to Teaching and Training Adults

CES880

An intensive introductory course focusing on planning and preparation skills. This interactive course is conducted by a team of teaching and training professionals and includes an opportunity for all students to participate in a practice teaching session. Topics covered include: characteristics of adult learners, characteristics of good instructors, course planning (assessing needs, sequence of learning, evaluation), lesson preparation, objective setting and evaluation of learning.

Wed. 7 to 9:30 p.m.
St. James Campus
30 hours Fee: $145.00
January 27 to April 13

Instructional Techniques

CES877

An overview and comparison of different teaching methods including: lecture format, demonstrations, self-directed independent learning, seminars, projects, field-work/clinical experience and interactive group techniques. Topics covered include: managing the learning experience, motivating students, questioning techniques, positive reinforcement, task analysis, teaching concepts/theory and audio-visual instructional aids. Students plan, prepare and conduct a skill or theory session using other participants as students.

Tues. 7: to 9:30 p.m.
St. James Campus
30 hours Fee: $145.00
February 2 to April 19

Client Services

George Brown College offers a variety of programs and services which are available to the Business and Industry Community. We can assist your company in implementing training; on the job, in your plant, at our college or any other suitable location. Existing programs may be utilized, altered to meet your needs or, if required, a new training program will be designed to meet your specifications.
For further information, please call the Client Services Unit at 967-1212, ext. 3219.

Training to Improve Communications in Multicultural Workplaces

George Brown College can offer courses that will improve communications and job effectiveness in multicultural workplaces.

Management Personnel

This 16-hour course is designed to increase the awareness and skills needed by management to effectively communicate with and supervise a multicultural work force. The course includes the impact of culture on communication and behaviour and how to prevent and deal with intercultural miscommunication at the workplace. It also looks at how to convey information and instructions to second-language speakers. Race relations issues and strategies for dealing with these issues are dealt with.

Staff

A course of appropriate duration will be set up at any workplace for staff whose first language is not English. The course is aimed at improving participants' communication with supervisors, co-workers and clients. It may include how to give instructions, how to ask for an explanation, how to relay problems to supervisors, etc. The policies and practices of the organization will also be introduced and, in order to improve communications between the different cultural groups, intercultural communication will be covered.

For more information about these courses, please call 362-8522.

English as a Second Language

Learning to Read and Write in English

LT921

A course in basic English designed for non-native speakers with a limited knowledge of the language. This course prepares students for the basic English courses by teaching them required reading and writing skills, including alphabet work and spelling.

Mon. and Wed. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $62.50
Registration: January 4 to 7, 5 to 6:30 p.m.
Dates: January 18 to April 11

Pre-Intermediate English

LT813

A course for English as a second language students who have a limited ability in English. The focus is on grammar but includes listening comprehension, pronunciation and possibly some work in our language laboratory. Successful completion of the course allows the student to proceed to more advanced courses.

Mon. and Wed. or Tues.
and Thurs. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $89.00
Registration: January 4 to 7, 5 to 6:30 p.m.
Dates: January 18 or 19 to April 11 or 12

Intermediate English

LT812

For students who already know some English, this course emphasizes grammar but also deals with speaking, writing and listening comprehension. There may be some work in the language laboratory to improve pronunciation. Successful completion of this course qualifies the student for Advanced English.

Mon. and Wed. or Tues.
and Thurs. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $89.00
Registration: January 4 to 7, 5 to 6:30 p.m.
Dates: January 18 or 19 to April 11 or 12

Advanced English for E.S.L.

LT803

For students who have learned to speak and write basic English, this course further develops conversational skills, grammar and reading comprehension.

Mon. and Wed. or Tues.
and Thurs. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $89.00
Registration: January 4 to 7, 5 to 6:30 p.m.
Dates: January 18 or 19 to April 11 or 12

Conversational English for New Canadians

LT818

Designed for high intermediate and advanced students, this course develops fluency in conversational English. Since there is no formal instruction in grammar, students with grammar problems should register in Pre-Intermediate ESL (LT 813) or Intermediate ESL (LT 812).
Some conversation activities may be video-taped to help students assess their performance.

Mon. and Wed. 7 to 9 p.m.
Kensington Campus
40 hours Fee: $78.00
Registration: January 4 to 7, 5 to 6:30 p.m.
Dates: January 18 to March 23

Writing for Advanced Students of English as a Second Language

LT819

For the high intermediate or advanced student who wants to learn to write more clearly. Instruction focuses on helping students with their individual writing problems.

Mon. 7 to 9:30 p.m. Kensington Campus
25 hours Fee: $53.00
Registration: January 4 to 7, 5 to 6:30 p.m.
Dates: January 18 to March 21

Language Test Preparation

LT916

This course helps prepare intermediate and advanced ESL students to write tests of language proficiency such as the Michigan Test or the TOEFL (Test of English as a Foreign Language). Topics studied in-depth include: listening, reading comprehension, writing, grammar and vocabulary.

Mon. and Wed. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $62.50
Registration: January 4 to 7, 5 to 6:30 p.m.
Dates: January 18 to April 11

English Pronunciation Part I

LT917

A short course on developing speech production for intermediate or advanced ESL students. Students use the language laboratory and there will be no formal instruction in grammar.

Tues. 7 to 9 p.m. Kensington Campus
20 hours Fee: $25.00
Registration: January 4 to 7, 5 to 6:30 p.m.
Dates: January 19 to March 22

English Pronunciation Part II

LT919

Prerequisite: LT 917 or previous study in phonology.
Emphasis is on refining English speech production for students who have completed LT 917 or studied some phonology in another course. The course also offers further study in transcription, sounds, stress and intonation.

Tues. 7 to 9 p.m. Kensington Campus
20 hours Fee: $25.00
Registration: January 4 to 7, 5 to 6:30 p.m.
Dates: January 19 to March 22

English for Science and Technology

LT923

This 80-hour course is designed for non-native speakers of English. Applicants should have a good grounding in English. There will be an entrance test, and only people whose level is suitable will be accepted.
This course concentrates on developing the student's ability in all aspects of scientific and technological English. It's particularly helpful for students intending to work in this field or to study in one of these areas at a college or university.

Tues. and Thurs. 6:30 to 9:30 p.m.
Kensington Campus
80 hours Fee: $100.00 Materials: $10.00 Lab Fee: $5.00
Registration: January 4 to 7, 5 to 6:30 p.m.
Dates: January 19 to April 19

For more information about this course, please call 967-1212, ext. 4268.

Language Teaching

A Practical Course in Teaching English as a Second Language to Adults

LT912

Prerequisite: Applicants should be native speakers of English with demonstrable expertise in the Canadian dialect. An exception could be made if a non-native speaker were judged to have equivalent fluency. Preference is given to those involved in, or those who have a future commitment to the field.
Course Content: The course is divided into two major sections: 110 lecture hours on Monday and Wednesday **evenings**, and a two-part practicum **during the day**.
Lectures cover theoretical and practical topics in Linguistics and Teaching English as a Second Language (TESL). The majority of lecture hours are devoted to general ESL methodology and the discrete language skills of listening, speaking (including pronunciation), reading and writing. In addition, a substantial number of hours are spent studying phonetics, phonology, grammar, language testing, psycholinguistics and sociolinguistics.
The first segment of the practicum (10 hours, September to December) comprise lesson observation.
The second segment (20 hours, January to April) comprise practice teaching under the guidance of experienced ESL teachers.
Enrolment is limited. To obtain an application form please contact Sophie Pandi at 967-1212, ext. 4268.

Registration deadline: May 31, 1988
Start September 19, 1988
Fee: $175.00

French

George Brown offers a comprehensive selection of French courses to suit everyone from beginners learning their first few phrases to fluent speakers who want to perfect their professional vocabularies.
The core of George Brown's French offerings is made up of second-language conversation courses. In these courses, students learn to speak and understand French in a relaxed and lively atmosphere. The Centre uses up-to-date teaching methods that emphasize authenticity, students' participation, pronunciation, listening skills and role playing.
For more advanced students or Toronto francophones, the Centre offers a variety of French courses ranging from business French and microcomputer programming to cooking and drawing.
Some courses can be combined by intermediate and advanced students to earn a Certificate of Proficiency in French which is particularly useful to people who use French at work.

Certificate of Proficiency in French

Students must complete Speaking French Level 6 as well as four courses in French in order to graduate. Students exempted from all Speaking French courses must complete five courses in French.

Compulsory Courses:
Speaking French — LT 804, LT 805, LT 828, LT 835 levels 3,4,5 and 6, or LT 932 levels 2A and 3A. Students placed at levels higher than 3 are granted equivalence status for the lower levels.
Grammaire française — LT 927
Culture et société franco-canadiennes — LT 824

Electives (two or three courses from this section):
Correction phonétique — LT 929
Le français langue des affaires — LT 928
Communication écrite I — LT 822
Communication écrite II — LT 926
Introduction à la traduction — LT 823
La programmation sur micro-ordinateur I — PRGM 925A
La programmation sur micro-ordinateur II — PRGM 935A
Théâtre — LT 871
Le roman policier, fantastique et d'anticipation — LT 869
Littérature française et québécoise

Note: Students enrolled in the certificate program must attend 80% of the classes and obtain a "B" standing in order to proceed.

Interviews:
New students of French as a second language must have a short placement interview during registration week. Times and places for interviews are indicated after each course listed below. Returning students should register at least two weeks before the start of the courses.

Basic Level Courses
Levels 1A — 1B and 2A — 2B
Students develop conversational skills that enable them to express themselves simply in various daily situations. Attention is also given to the structures of the language and pronunciation. In level 2, students are encouraged to express opinions, relate events and tell simple stories. Rudiments of the past and future tenses are also studied.

Intermediate Level Courses
Levels 3 and 4
Students learn to express themselves more correctly and precisely. A lot of class work is based on the interests and occupations of the students. They are urged to discuss topics of personal interest, happenings in their lives and current events.

Advanced Level Courses
Levels 5 and 6
At this level, students can convey their message in almost every situation as they refine their skills in expressing doubt, insistence, feelings, necessity, etc. Idiomatic usage and the finer points of grammar are dealt with and students are challenged to defend opinions and ideas. They are encouraged to take advantage of francophone activities in Toronto.

Speaking French (all levels)

LT804

Tues. and Thurs. 7 to 9 p.m.
Kensington Campus
(21 Nassau Street – west of Spadina)
42 hours Fee: $52.50
January 19 to March 29
Placement interviews: Kensington Campus
January 11 to 14, 5 to 6:30 p.m.

Speaking French (all levels)

LT805

Mon. or Wed. 6:15 to 9:15 p.m.
St. James Campus
(200 King Street East – east of Jarvis)
42 hours Fee: $52.50
January 11 or 13 to April 11 or 13
Placement interviews: St. James Campus, Room 429
January 4 to 7, 5 to 6:30 p.m.

Speaking French: Saturdays (basic levels)

LT835

Sat. 9:30 a.m. to 12:30 p.m.
St. James Campus
42 hours Fee: $52.50
January 16 to April 23
Placement Interviews: St. James Campus, Room 429
January 4 to 7, 5 to 6:30 p.m.

Speaking French: Saturdays (Intermediate levels)

LT930

Sat. 9:30 a.m. to 12:30 p.m.
Kensington Campus
42 hours Fee: $52.50
January 16 to April 23
Placement Interviews: Kensington Campus, January 11 to 14, 5 to 6:30 p.m.

Cours en français

Pour vous inscrire aux cours suivants complétez la formule à la fin de ce répertoire et postez-la ou, allez directement au bureau d'inscription sur le campus où le cours a lieu. Inscrivez-vous le plus tôt possible pour être sûr(e) d'avoir une place.

Veuillez téléphoner au département de français pour de plus amples renseignements: 967-1212, poste 4388.

Vivre en français à Toronto

LT925

Ce cours permet aux étudiants de pratiquer le français par des sorties culturelles, des entretiens avec des Francophones travaillant à Toronto et par l'exploitation des ressources francophones de Toronto. Les apprenants participent activement à la préparation du programme et des sorties.

mercredi 19h-22h Campus St-James
36 heures Coût: 60.00$
du 20 janvier au; 6 avril

Culture et société franco-canadienne

LT824

Dans ce cours on trace l'historique du Canada français et l'évolution actuelle de la société franco-canadienne sur les plans sociologique, politique, économique et culturel. Dans le cadre de discussions animées par un professeur expert en la matière, les apprenants tentent de mettre en lumière certaines constantes et variables de cete société en pleine évolution.

lundi 18h15-21h15 Campus St-James
36 heures Coût: 60.00$
du 18 janvier au 4 avril

Grammaire française pour non-francophones

LT927

Prérequis: Niveau 5 ou équivalent.
Ce cours est destiné aux étudiants de niveau avancé désireux d'améliorer leur grammaire orale et écrite, afin de pouvoir mieux communiquer en français. Tout en présentant les principales règles de grammaire par le biais d'exercices structuraux traditionnels, le cours encourage l'étudiant à constamment réappliquer ces règles de façon personnelle en rédigeant des lettres, des compositions, etc. et en faisant divers types de présentations orales. Au besoin, on fait également appel à la grammaire comparée du français et de l'anglais et on étudie des textes en français bien écrit. Le cours se donne entièrement en français.

mercredi 18h15-21h15 Campus Kensington
42 heures Coût: 52.50$
du 13 janvier au 13 avril

Communication écrite I

LT822

Dans ce cours, l'étudiant sera amené à parfaire ses connaissances grammaticales et techniques de la langue en vue de la production écrite (Communication écrite II). La grammaire, les anglicismes, les abréviations, la ponctuation, l'orthographe et autres points de langue sont à l'étude.

mardi 18h15-21h15 Campus St-James
42 heures Coût: 66.00$
du 12 janvier au 12 avril

Communication écrite II

LT926

Prérequis: LT 822 ou équivalent.
Dans ce cours, l'étudiant apprendra à rédiger différents types de textes (descriptions, narrations, commentaires, compte-rendus, portraits, etc.) On accordera beaucoup d'importance au style et à la précision du vocabulaire utilisé. Une partie du cours sera consacrée à la correspondance d'affaires.

lundi 18h15-21h15 Campus St-James
42 heures Coût: 52.50$
du 11 janvier au 18 avril

Correction phonétique

LT929

Prérequis: Niveau 4 du Cours "Speaking French" ou équivalent.
Ce cours est conçu à l'intention des étudiants anglophones qui ont acquis un niveau intermédiaire de communication en français et qui désirent améliorer leur prononciation et expression orale. En classe et en laboratoire, les étudiants se familiarisent avec les caractéristiques phonétiques du français, apprennent à corriger leurs fautes de prononciation, sont entraînés à la compréhension et à la discrimination auditives, préparent des mises en situation et font des exercices permettant de parfaire leurs prononciation, rythme, débit et intonation.
Ce cours est donné en français.

samedi 9h30-12h30 Campus Kensington
42 heures Coût: 52.50$
du 16 janvier au 23 avril

Le français langue des affaires

LT928

Prérequis: Avoir réussi le niveau 5 de "Speaking French."
Ce cours est conçu à l'intention du personnel de bureau et des gens d'affaires qui ont besoin du français dans le cadre de leur travail. En classe, les étudiants apprennent à communiquer au téléphone de façon claire, prendre rendez-vous et faire une réservation, discuter des clauses d'un contrat, lire des rapports et des journaux financiers, présider une réunion, rédiger de la correspondance et divers autres documents.
On encourage les étudiants à discuter de leur propre travail et à mettre en pratique immédiatement ce qu'ils ont appris en classe.

mardi 18h15-21h15 Campus St-James
42 heures Coût: 52.50$
du 12 janvier au 12 avril

Introduction à la traduction

LT823

Ce cours initie les apprenants bilingues aux techniques nouvelles de la traduction et leur donne l'occasion de développer une approche pratique dans différents domaines. En traduisant des textes tirés de domaines variés (littérature, sciences, publicité, finance, économie, etc.), les étudiants approfondissent leur connaissance pratique du vocabulaire, de la grammaire et de la stylistique. Il ne forme pas de traducteurs professionnels.

mercredi 18h15-21h15 Campus Kensington
42 heures Coût: 52.50$
du 13 janvier au 13 avril

Théâtre

LT871

Ce cours a pour objectif de donner à l'apprenant une perception globale de l'expérience théâtrale. La partie théorique illustre le contexte dans lequel l'art dramatique s'est développé. La partie pratique permet à l'apprenant de connaître l'interprétation et les différentes techniques utilisées au théâtre.

lundi 18h15-21h15
Campus Kensington
36 heures Coût: 90.00$
du 18 janvier au 4 avril

Le roman policier, fantastique et d'anticipation

LT869

Le roman policier: étude de quelques romans puisés dans la littérature policière en examinant les thèmes, procédés et style.
Le roman fantastique: Les origines du fantastique, légendes, croyances aux puissances maléfiques, spectres. Les thèmes, procédés, le style chez quelques auteurs parmi les plus représentatifs sont étudiés.
Le roman d'anticipation: origine et évolution. Etude de quelques auteurs.

jeudi 18h15-21h15 Campus Kensington
42 heures Coût: 108.00$
du 14 janvier au 14 avril

Micro-ordinateur I

PRGM925A

Introduction à la programmation sur micro-ordinateur – un cours pour ceux et celles qui ont peu ou aucune expérience du langage BASIC sur le P.E.T. Utilisation du logiciel dans l'industrie, dans l'éducation et dans les loisirs; utilisation du clavier, des graphiques; usage du print; genres d'input et d'output dans un programme: branchements (go to), boucles (for...next), dimensions et sous-routines. En classe, dans les deux cours, l'étudiant travaille sur son propre micro-ordinateur.

lundi 19h-22h Campus St-James
30 heures Coût: 37.50$
du 18 janvier au 21 mars

Micro-ordinateur II

PRGM935A

Cours Intermédiaire.
Introduction aux techniques plus avancées, programmation plus avancée avec création de fichiers pour le stockage et la récupération d'information.
Dans les deux cours l'accent est mis sur la terminologie française.

mercredi 19h-22h Campus St-James
30 heures Coût: 37.50$
du 20 janvier au 23 mars

Introduction au Lotus 1-2-3

PRGM802

Dans ce cours, les étudiant-e-s devront se familiariser à ce qu'est un chiffrier électronique, qui l'utilise et pourquoi il est utilisé. Ils-elles devront entrer, manipuler et organiser des données de façon logique et séquentielle afin de reproduire le plus efficacement possible des rapports comptables et administratifs tels que: comptes à payer, à recevoir, paie, inventaire, grand livre, états financiers, etc.

NOUVEAU

Samedi 9h30 -12h30
Campus Kensington
36 heures Coût 150.00$
Janvier 30 au Avril 23

Dessin et peinture

LT826

Ce cours est offert à toute personne désirant apprendre le dessin et la peinture en français. La première moitié du cours, consacrée au dessin, familiarise les étudiants avec le crayon, le fusain et le pastel. L'autre moitié est consacrée à la peinture, à l'application et au mélange des couleurs.
Le cours comprend des visites de galeries d'art qui aident les apprenants à apprécier et à critiquer leur propre expression artistique ainsi que celle des autres.

samedi 10h-13h Campus St-James
36 heures Coût: 60.00$
du 23 janvier au 16 avril

Cuisine Active

FP734

Les apprenants se familiarisent avec les ingrédients nécessaires à la préparation de plats classiques. Ils apprennent à manier les couteaux, à faire des fonds, des sauces et à les adapter à divers plats de viande, de poisson et de légumes. Le professeur fait des démonstrations de nombreuses techniques culinaires et conseille les étudiants sur l'assaisonnement des plats. Chaque classe comprend une démonstration de deux heures suivie d'une mise en pratique par les étudiants (sauf le premier soir). Les étudiants emportent leurs plats préparés à la maison.

samedi 9h30-13h30 Campus St-James
60 heures Coût: 75$ Matériaux: 100$
du 9 janvier au 23 avril

Certificat en Enseignement du Français Langue Seconde aux Adultes

NOUVEAU

Le Centre Français offre, à temps partiel, un Certificat en enseignement du français langue seconde aux adultes.
Ce certificat est conçu à l'intention des francophones qui désirent travailler dans ce domaine. Les candidatures de non-francophones ayant un niveau très avancé en français pourront être considérées.
La première partie du Certificat débutera le 13 septembre 1988 pour se terminer le 1er décembre 1988. La deuxième partie commencera le 17 janvier 1989 et se terminera le 28 mars 1989.
Les cours offerts sont:
– Micro-enseignement
– Psychologie de l'apprenant adulte
– Didactique des méthodes d'enseignement en français langue seconde et création de matériel
– Didactique de la grammaire
– Didactique de la linguistique et de la prononciation en classe de français langue seconde
– test et évaluation en enseignement du français langue seconde
– 10 heures de stage (observation)
– 30 heures de stage (enseignement)

Entrevues
Tout candidat devra se soumettre à un examen oral avant d'être accepté au Certificat. Les entrevues auront lieu au Campus Kensington.

Evaluation et Obtention du Certificat
Chaque étudiant devra remettre pour chacun des cours complétés, des travaux évaluant son apprentissage, participer à un minimum de 80% du cours et réussir les examens afin d'accéder au cours suivant. La note de passage pour chacun des cours est de 60%. Un certificat en enseignement du français langue seconde aux adultes sera décerné aux candidats ayant rempli toutes les exigences énumérées çi-haut.

Veuillez téléphoner au département de français pour de plus amples renseignements: 967-1212, poste 4388.

Micro-ordinateur pour gestionnaires

NOUVEAU

PRGM801

Préalable: Connaissance de base des micro-ordinateurs.
Une introduction aux différents types de logiciels disponibles sur le marché pour ceux et celles qui désirent traiter de l'information. Les sujets à l'étude sont: le BASIC, le chiffrier électronique, le traitement de textes, le traitement des données, les graphiques et les programmes intégrés.

Mercredi 6h30-9h30
Coftm-Centre Francophone
45 heures Coût 150$
Janvier 27 au Avril 20

Littérature française et canadienne

LT872

Dans ce cours, l'étudiant-e sera amené-e à comparer des auteurs canadiens et français à partir d'une sélection de textes significatifs puisés dans les répertoires du roman, du théâtre, de la poésie ou de l'essai. On tentera de situer les oeuvres étudiées dans leur contexte historique et sociologique.

NOUVEAU

Mercredi 18h15-21h15
Campus Kensington
36 heures Coût 90.00$
Janvier 20 au Avril 6

L'Impôt sur le Revenu

NOUVEAU

LT873

Ce séminaire permettra aux participant-e-s de se familiariser avec les principes de l'Impôt sur le Revenu du Canada. La planification fiscale sera étudiée, particulièrement pour les personnes ayant ou désirant avoir une petite entreprise, incorporée ou non.

Samedi 9h-16h
Campus Kensington
7 heures Coût 65.00$
Fevrier 20

Tenue de livres

NOUVEAU

BOK800

Ce cours permet aux étudiant-e-s de se familiariser avec les concepts de la tenue de livre. L'analyse des transactions commerciales qui affectent les biens, les états de revenus et dépense, les états financiers, la petite caisse et les systèmes de paie sont a l'étude.

Lundi 18h15-21h15
Campus Kensington
36 heures Coût 90.00$
Janvier 18 au Avril 11

Italian

Italian Language and Heritage Basic

LT806A

Intermediate

LT806B

Advanced

LT806C

Develop both speaking and writing skills while learning about Italian culture.

Mon. and Wed. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $89.00
Registration: January 4 to 7
Dates: January 18 to April 11

Spanish

Spanish Language and Heritage Basic

LT808A

Intermediate

LT808B

Advanced

LT808C

Develop both speaking and writing skills while learning about Spanish culture, particularly the cultures of the Spanish-speaking countries in South America.

Mon. and Wed. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $89.00
Registration: January 4 to 7
Dates: January 18 to April 11

German

German Language

LT817

This course develops students' language skills according to their individual competence in German.

Mon. and Wed. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $89.00
Registration: January 4 to 7
Dates: January 18 to April 11

Chinese (Mandarin)

Chinese Language (Mandarin)

LT825

Develop both speaking and writing ability while learning about Chinese culture.

Mon. and Wed. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $89.00
Registration: January 4 to 7
Dates: January 18 to April 11

George Brown College in co-operation with the Chinese Interpreter and Information Services (CIIS) and the Sing Tao Newspaper presents

Practical Translation in the Chinese and English Languages: An Introduction

LT941

Prerequisite: A satisfactory level of writing competence in both Chinese and English. The aim of this course is to train Chinese/English interpreters/translators for employment in law courts, hospitals, and business and industry in Ontario. The topics covered include: the history and theory of translation, reference books used and translation of terms and idioms. The course provides practice in the skills of both oral and written translation.
In written translation students are trained to translate different varieties of writing and become skilled in different methods and techniques of translation.
The oral translation students become adept at translating from English to Chinese and vice versa. Various uses of language are included in order to train students to handle English and Chinese in different situations and to lay the groundwork for further training in simultaneous interpretation at a more advanced level.

Monday 7 to 10 p.m. Kensington Campus
42 hours Fee: $52.50
January 11 to April 11

Advanced Translation in the Chinese and English Languages

LT942

Prerequisite: Practical translation in the Chinese and English languages.
The course in Advanced Translation in Chinese and English aims to prepare graduates for employment as translators/interpreters in business, industry,and government, as well as in legal and medical settings.
The course trains students in techniques such as omission, amplification, repetition, conversion, negation and other translation methods. Pitfalls that translators and interpretors are likely to overlook are studied and analyzed.
Advanced translation skills are acquired through intensive Chinese to English and English to Chinese exercises. Simultaneous interpretation is the focus in oral practice. Assessment is both formative and summative. Students are required to submit a work of translation at the end of the course.

Wed. 7 to 10 p.m. Kensington Campus
42 hours Fee: $52.50
January 13 to April 13

Arabic

Standard Arabic for Beginners

LT918

Gain a basic knowledge of modern standard Arabic as it is used throughout the Arab world. Emphasis is placed on conversational skills and discussing contemporary Arab values. Class activities are relevant to those doing business with the Arab world.

Mon. and Wed. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $62.50
Registration: January 4 to 7
Dates: January 18 to April 11

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Portuguese

Basic Portuguese

LT840

This course covers the development of facility in both speaking and writing of the language. Language instruction is given in contexts that reflect the most notable features of Portuguese culture.

Mon. and Wed. 7 to 9 p.m.
Kensington Campus
50 hours Fee: $89.00
Registration: January 4 to 7
Dates: January 18 to April 11

Sign Language

Introduction to Sign Language

CES900

Introduces students to basic American Sign Language structure and vocabulary through a communicative or direct experience method. The focus is on achieving survival level expressive skills and the development of strong receptive skills. Students must purchase a textbook.
Instructors: Brian Hunter and Maureen Wichert.

Mon. 6 to 8 p.m. or 8 to 10 p.m.
Casa Loma Campus
24 hours Fee: $30.00
January 18 to April 4

Sign Language — Level II

CES901

Prerequisite: Introduction to Sign Language — CES 900 or equivalent.
Students learn more structures, grammatical features and vocabulary based on material learned in the Level I class. Both receptive and expressive skills are emphasized using a conversational method in class. The same text as Level I is used.
Instructor: Brian Hunter is a freelance sign language interpreter employed by the Secretary of State and Ontario Interpreters Services. He is also a certified sign language interpreter, Registry of Interpreters, U.S.A.

Tues. 6 to 8 p.m. Casa Loma Campus
24 hours Fee: $30.00
January 19 to April 5

Certificate Programs

George Brown's Business Division offers many certificate programs for part-time students. These programs comprise a number of compulsory subjects as well as one or more electives. Certificate programs are available in:

- Accounting*
- Business Management
- Records Management
- Secretarial Practice
- Marketing
- Paperwork Simplification
- Business Procedures Analyst (Fall & Winter semesters)
- Archival Practices (Fall & Winter semesters)
- Canadian Credit Union Institute Fellows Program (CCUI)
- Business Management Studies (OMDP)
- Supervisory Studies (OMDP)
- Trust Companies Institute
- Physical Distribution
- Office Administrator
- Medical Secretarial
- Purchasing Management Association of Canada
- The Institute of Law Clerks of Ontario
- The Association of Municipal Clerks and Treasurers of Ontario

For all certificate programs, Grade 12 English is required. Second language students and/or mature students not having Grade 12 will be required to pass an English test. Phone 967-1212, ext. 3289 to arrange for an English evaluation.

*Students enrolled in the "Part-time Certificate Program in Accounting" must obtain a "B" standing in each course to proceed.

NOTE: Register for all part-time Business programs or courses at St. James Campus ONLY.

Certificate Program in Accounting

This program gives students a thorough knowledge of the main aspects of accounting. It is of interest to someone already working in a junior position in the field or anyone interested in a general career in business administration.
Entrance requirement: Secondary School Graduation Diploma or equivalent standing. Applicants with a lower level of formal education are considered if they have related business experience.
Students are expected to complete the program within a maximum of three years.
Students may apply for credits for related subjects taken at other community colleges or similar institutions.

6 Courses:
4 compulsory, 2 electives

Compulsory:
ACC 100X – Accounting I
ACC 101X – Accounting II
ACC 202X – Cost Accounting I
EC 903 – Economics (Fall & Winter only)

Electives:
BUS 900A – Business Management I
BUS 900B – Business Management II
ENG 933 – Bare Essentials
OMDP 902A – Ontario Business Law I
OMDP 902B – Ontario Business Law II (Winter only)
EDP 100X – Introduction to Data Processing
Or choose a maximum of two other related Business Division offerings.

Certificate Program in Business Management

This program is designed to develop the managerial skills of potential managers and those currently working as junior managers. Entrance requirements: Secondary School Graduation Diploma or equivalent standing. Applicants with a lower level of formal education are considered if they have related business experience. Students are expected to complete the program within a maximum of three years.
Students may apply for credits for related subjects taken at other community colleges or similar institutions.

6 Courses:
4 compulsory, 2 electives

Compulsory:
BUS 900A – Business Management I
BUS 900B – Business Management II
MARK 100X – Marketing
ACC 100X – Accounting I

Electives:
EDP 100X – Introduction to Computer Programming
ACC 101X – Accounting II
ACC 202X – Cost Accounting I
ENG 933 – Bare Essentials
OMDP 902A – Ontario Business Law I
OMDP 902B – Ontario Business Law II (Winter only)
OMDP 907 – Effective Supervision – Human Relations
EC 903 – Economics (Fall & Winter only)
Or choose a maximum of two other related Business Division offerings.

George Brown College at Castle Frank High School

George Brown College, in co-operation with Castle Frank High School, located at 711 Bloor St. E., offers the following courses. Register in person at Castle Frank High School, January 4 and 5 (Winter Semester)

The ABCs of Selling — OMDP 923
Tues. 4 to 7 p.m.
January 12 to March 15
* for course description, see page 51.

Effective Supervision — Human Relations — OMDP 907
Mon. or Wed. 6:30 to 9:30 p.m.
January 11 to March 14 or January 13 to March 15
Tues. or Thurs. 4 to 7 p.m.
January 12 to March 15 or January 14 to March 17
* for course description, see page 36.

How to Start a Small Business — OMPD 914
Mon. or Wed. 6:30 to 9:30 p.m.
January 11 to March 14 or January 13 to March 15
Tues. 4 to 7 p.m.
January 12 to March 15
Wed. 4 to 6:30 p.m. (11 weeks)
January 13 to March 29
* for course description, see page 50.

Microcomputers in Business — EDP 800
Mon. and Wed. 6:30 to 9:30 p.m.
January 11 to February 29
* for course description, see page 45.

Ontario Business Law I — OMDP 902A
Wed. 6:30 to 9:30 p.m.
January 13 to March 16
* for course description, see page 50.

Bookkeeping — An Introduction to Accounting — OMDP 953
Thurs. 6:30 to 9:30 p.m.
January 14 to March 17
* for course description, see page 52.

How to Operate a Successful Retail Store — OMDP 948
Thurs. 6:30 to 9:30 p.m.
January 14 to March 17
* for course description, see page 52.

Effective Supervision — Communications — OMDP 942
Tues. 6:30 to 9:30 p.m.
January 12 to March 15
* for course description, see page 52.

Management by Objectives and Results — OMDP 930
Tues. 7 to 10 p.m.
January 12 to March 15
* for course description, see page 51.

Keyboarding — Speed Development for Word Processing
Tues. & Wed. 6:30 to 9:30 p.m.
January 12 to February 11

Note: There is an additional cost for text and study material for each of the courses held at Castle Frank High School.

Certificate Program for the Office Administrator

This program is designed to meet the changing needs of today's office in business, the professions and goverment. Entrance requirements: Secondary School Graduation Diploma or equivalent standing. Applicants with a lower level of formal education are considered if they have related business experience.

Students are expected to complete the program within a maximum of three years. Students may apply for credits for related subjects taken at other community colleges or similar institutions.

Prerequisites:
Grade 12 English
Typing 45 wpm. Proof to be supplied upon registration

Compulsory:
Bookkeeping – BOK 552X
Word Processing II – WORD 800
Office Procedures – OP 900
Dicta/Transcription/Proofreading – DIC 900

Students are required to take a total of 2 electives.

Electives A: Choose one
Effective Supervision Human Relations – OMDP 907
Introduction to Records Management – RM 900
Word Processing – Advanced – WORD 801
Effective Communication in Today's Business World – OMDP 954

Electives B: Choose one
Supervisor – Training and Developing Staff – OMDP 955
Supervisor – Managing Resources – OMDP 957
People Management: Tools and Techniques – OMDP 906

Certificate Program in Secretarial Practice

Prepares students for a career in the stenographic/secretarial field and refreshes old skills for those returning to office work. Entrance requirements: Secondary School Graduation Diploma or equivalent standing. Applicants with a lower level of formal education are considered if they have related business experience.

Students are expected to complete the program within a maximum of three years. Students may apply for credits for related subjects taken at other community colleges or similar institutions.
Courses in this program may be suitable if you are studying for the Certified Professional Secretaries program. For more information, please call Debra Robinson at 591-7377.

6 Courses:
5 compulsory, 1 elective

Compulsory:
TYP 905 – Advanced Typing
WORD201X - Word Processing I
OP900 - Office Procedures
DIC900 - Dictation/Transcription/Proofreading
ENG 933 – Bare Essentials

Electives:
SH104X - Forkner Shorthand
WORD800 - Intermediate Wordprocessing
EDP 100X – Introduction to Computer Programming
BOK 552X – Bookkeeping
RM 900 – Introduction to Records Management
RM 901 – Advanced Records Management
Or choose a maximum of two other related Business Division offerings.

For information regarding program credits, please call 967-1212, ext. 3292.

Certificate Program in Medical Secretarial

This program provides the student with specialized skills required for working in a medical office. Entrance requirements; Secondary School Diploma or equivalent standing. Applicants with a lower level of formal education are considered if they have related business experience.
Students are expected to complete the program within a maximum of three years. Students may apply for credits for related subjects taken at other community colleges or similar institutions.

Prerequisites: Grade 12 English, 45 wpm typing.

7 courses: 6 compulsory, 1 elective

Compulsory – 6:
*Medical Office Practice I - Fall only
Medical Office Practice II
Machine Transcription I - Fall only
Machine Transcription II - Winter only
Medical Terminology - Fall only
Medical Terminology II - Winter only

Elective:
Word Processing I
*Students who have previously successfully completed the existing Medical Office Practice will be granted exemption for Medical Office Practice II if taken within the last two years, (1985 - 1987) and at George Brown College.

George Brown College in Cooperation with The Institute of Law Clerks of Ontario

The Ministry of Skills Development in its Training Profile (1986) for the Law Clerk defines "law clerk" as:

> "...a trained specialist, capable of doing independent legal work, which may include managerial duties, under the direction and guidance of a Barrister and Solicitor, of routine legal and administrative matters and to assist him in the more complex ones, and has a thorough knowledge of the practical conduct of a law office and of the procedural aspects of matters handled by the principal..."

The program is comprised of four courses offered over two years. In year one, you are exposed to the areas of real estate and estates. In year two you are exposed to litigation and corporate law.
Students have the opportunity of writing a province-wide exam set and marked under the supervision of the Institute of Law Clerks of Ontario. Successful completion of the Institute's four exams is a necessary requirement for associate level membership within the Institute and such completion is a universally accepted standard of achievement within the legal profession, as is membership in the Institute.

4 courses:
Real Estate – LAW 804 - FALL ONLY
Litigation – LAW 802 - FALL ONLY
Estates – LAW 803 - WINTER ONLY
Corporate – LAW 801 - WINTER ONLY

Certificate in Records Management

This program, offered in cooperation with the Toronto Chapter of the Association of Records Managers and Administrators, will be of interest to all people who are currently involved in the management of business communications, EDP records, files, forms and reports, records systems and procedures, retention, protection and disposal of vital records. Persons aspiring to management positions in these areas should find this program particularly helpful.

6 Courses:
4 compulsory, 2 electives

Compulsory:
RM 900 – Introduction to Records Management RMI
RM 901 – Advanced Records Management RMII
RM 904 – Machine Readable Records and Archives
MICR 900 – Microfilm For Your Business

Electives:
Choose one subject each from *two* of the following groups:
Archives
BUS800 – Introduction to Archival Practices
BUS 801 – The Administration of Archives
Forms
RM 902 – Forms Management RMIII
FORM 900 – Procedural Analysis
FORM 901 – Forms Design
Manuals
RM903 – Manuals Management

Certificate Program in Paperwork Simplification

The Forms and Manuals Management Association (FMMA), formerly the Canadian Association for Business Forms Management (CABFM), offers a certificate program in Paperwork Simplification.
This certificate program benefits organizations by providing their employees with the technical and administrative expertise required to:
– develop, implement and manage a comprehensive Forms Management program;
– plan and conduct simple analysis projects for the purpose of simplifying paperflow;
– design forms that are efficient to use, economical to produce, and that enhance the organization's image.

Certificate Program in Paperwork Simplification:
3 Courses:
FORM 900 – Procedural Analysis
FORM 901 – Forms Design
RM 902 – Forms Management

Certificate Program — Business Procedures Analyst

The Business Procedures Analyst Certificate program is a continuation of the basic Paperwork Simplification Certificate program offered by the Forms and Manuals Management Association (FMMA), formerly the Canadian Association for Business Forms Management (CABFM). This advanced program, reflecting constantly and rapidly changing activities in the forms management field, will provide participants with:
– forms design expertise in all varieties of business forms;
– a basic understanding of the newest technologies relative to forms;
– the techniques for carrying to a successful conclusion the procedural analysis projects they learned to initiate and conduct in the basic program;
– the background for interfacing with manual or automated systems analysis projects;
– the documentation requirements and techniques of procedural analysis projects.
This program, in combination with the basic program (which is a prerequisite), will give people involved in the management of forms, manuals, records and information flow in general some basic skills needed to carry out their activities more efficiently and cost effectively.

4 Courses:
FORM 903 – Advanced Procedural Analysis (Fall only) (Prerequisite FORM 900)
FORM 902 – Advanced Forms Design (Winter only) (Prerequisite FORM 901)
RM 903 – Manuals Management
EDP 100X – *Introduction to Computer Programming

* Students may be granted recognition for the successful completion of an equivalent course at a recognized Community College or University. Applications for such recognition must be submitted in writing together with a copy of transcript of marks to:
Director of Education
Forms and Manuals Management Association
P.O. Box 5338, Station A
Toronto, Ontario M5W 1N6

NOTE: Students may enrol in courses in any order, provided that the required prerequisites are met.
Students must hold FMMA's (formerly CABFM) Paperwork Simplification Certificate to be eligible to receive the Business Procedures Analyst Certificate.

Municipal Administration Program for Clerks, Treasurers and Other Municipal Administrative Staff

The fabric of our society is undergoing dramatic change. The youth culture, unemployment, the housing crisis, tax reform, urban sprawl, pollution, and population problems clamour for attention. To deal with these problems, local government needs to develop an ability to manage this change and plan for the future municipality.
The Municipal Administration Program consists of four units, which are required to obtain the certificate.
A non-refundable materials fee covers the cost of texts.

For further information, please contact:
Association of Municipal Clerks and Treasurers of Ontario
100 University Ave., Ste. 801
Toronto, Ontario Tel: 593-1400

4 courses:
Introduction to Local Government – MUN 900 - Fall only
Municipal Administrative Structure – MUN 901 - Fall only
Municipal Financial Management– MUN 902
Municipal Functions & Practices – MUN 903

Certificate Program in Archival Practices

This program, sponsored by the Toronto Area Archivists Group, provides basic training in archival practices and administration for non-professional archival technicians. The course is of value to information and management professionals with archival responsibilities. Case studies and workshops are used to present practical examples of the theory taught in class. Local professionals lecture on their fields of expertise and give students valuable future contacts.
Credit courses from this program are of interest to students in the part-time certificate in Records Management.
A non-refundable materials fee covers the cost of texts and supplies.

This six-course certificate program consists of the following:

Compulsory Courses:
BUS 800 – Introduction to Archival Practices (Fall Only)
RM 900 – Introduction to Records Management
BUS 801 – The Administration of Archives (Winter Only)
BUS 833 – The Care of Records (Conservation Techniques) (Fall Only)

The remaining two courses may be selected from courses listed in the Business section of the calendar or from the following:

Elective Courses:
RM 904 – Machine Readable Archives and Records (Fall Only)
RM 901 – Advanced Records Management
RM 902 – Forms Management
RM 903 – Manuals Management
MICR 900 – Microfilm For You Business
FORM 900 – Procedural Analysis
FORM 901 – Forms Design

Students are encouraged to select at least one computer-based elective. Management students are encouraged to include at least one Management Development elective.

Certificate Program in Marketing

Introduces beginners to the marketing side of business and upgrades the skills of those already employed in the field. Professionals benefit from a more rounded view of marketing and the courses may help them advance in their careers. Lectures from experienced professionals are combined with textbook studies and case analyses.

6 Courses:
4 compulsory, 2 electives
Most subjects are offered Fall & Winter only.

Compulsory:
MARK 100X – Marketing (Fall, Winter, Spring)
MARK 205X – Marketing Management 1
MARK 904 – Introduction to Advertising
MARK 905 – Introduction to Retail Management

Electives:
MARK 202X – Marketing Research and Information Systems
MARK 903 – Industrial Marketing
LAW 900 – Marketing Law
MARK 906 – Consumer Behaviour
MARK 902 – Retail Advertising Copy Writing
MARK 200X – Product Planning and Pricing Policy

Or choose a maximum of two other related courses from the Business Division offerings.

Certificate in Accounting

Compulsory

Accounting I

ACC100X

Prerequisite: BOK 552X or equivalent recommended.
Introduces the basic concepts and methodology of accounting as applied to either a service or merchandising business. Major topics studied include: the accounting equation, preparing balance sheets and income statements, the end-of-period process, cash and receivables, inventory, plant and equipment, and income measurement and valuation problems.
Text: Fundamental Accounting Principles — latest edition plus workbook.
NOTE: Students enrolled in the part-time Certificate Accounting program must obtain a "B" standing in each accounting course in order to proceed.

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 and purchase of text.
See equivalency for CMA, CGA, CCUI, TCI, pages 34, 35, 42.
January 26 to March 31
April 19 to June 23

Accounting II

ACC101X

Prerequisite: ACC 100X or equivalent.
Transcript of grades must be produced before registration.
A study of the problems related to sources and uses of investment capital, analysis and interpretive problems pertaining to financial reporting, cost accumulation, cost control and financial planning. Major topics include: shareholders' equity, dividends and retained earnings, proprietorship and partnership capital, debt financing, investments, statement of changes in financial position, accounting for manufacturing operations, cost, volume and income analysis.
Text: Fundamental Accounting Principles — latest edition plus workbook.

Mon. and Wed. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 and purchase of text.
See equivalency for CMA, CCUI, TCI, pages 34, 35, 42.
January 25 to March 30
April 18 to June 27

Cost Accounting I

ACC202X

Prerequisites: ACC 100X, ACC 101X or equivalent. Transcript of grades must be produced before registration.
For those currently employed in bookkeeping who wish to study cost accounting. The course is compulsory for students in the Accounting program. Subjects studied include: basic concepts of cost accounting, materials, labour, overhead, solving simple costing problems, and using cost accounting techniques to solve major financial cases.
Text: Cost Accounting, Planning and Control (latest edition).

Mon. and Wed. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 and purchase of text.
See equivalency for CCUI, TCI, pages 34, 42.
January 25 to March 30
April 18 to June 27

Economics

EC903

A broad overview of basic economics. Topics covered include: industrial organizations, forms of economic organization and their strengths and weaknesses, monetary theory, including money, credit and banking, the Canadian banking system, forms of business organization, business financing, supply and demand, business cycles, compensatory counter-cyclical fiscal policy, labour economics, insurance, civics, and the organization of federal, provincial and municipal governments.
Text: Introduction to Economics – A Canadian Analysis.

Mon. and Wed. 6 to 9 p.m.
St. James Campus
84 hours Fee: $105.00 and purchase of text.
See equivalency for CMA, CGA, CCUI, TCI, pages 34, 35, 42.
January 18 to April 20

Electives

Business Management I

BUS900A

First of a two-part course for people in junior or middle management positions.
Compulsory subject for the part-time Business Management Certificate.
This overview of business in Canada deals with the nature and importance of business history, corporate structures and participation in planning a company. Other topics include: definition of a manager, importance of the environment, decision making and policy formulation, organizing and staffing, planning and controlling communication, directing, management qualifications, senior management, first line management and middle management.
Text: Business in the Canadian Environment.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50 Materials: $5.00 and purchase of text.
See equivalency for CCUI, TCI, pages 34, 42.
January 19 to April 19
Tues. and Thurs. 6 to 9 p.m. St. James Campus (Spring/Summer Only)
42 hours Fee: $52.50 Materials: $5.00 and purchase of text.
May 3 to June 16

Business Management II

BUS900B

Second of a two-part course for people in junior or middle management positions.
Compulsory subject for the part-time Business Management Certificate.
Each student is assigned a major topic for presentation. Topics studied include: production, marketing, financial and personnel functions, current and future concerns, business and government, international corporations, and business in the future.
Text: Business in the Canadian Environment.

Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50 Materials: $5.00 and purchase of text.
January 20 to April 20
Mon. & Wed. 6 to 9 p.m. St. James Campus (Spring/Summer Only)
42 hours Fee: $52.50 Materials: $5.00 and purchase of text.
May 2 to June 20

Canadian Credit Union Institute (CCUI) Fellows' Program

The CCUI Fellows' Program consists of 10 courses (three parts) designed to increase professional competence of personnel in co-operative finance so that credit unions can more effectively contribute to the development of Canadian society.

Complete details on this program may be obtained from:

Credit Union Central of Ontario
180 Duncan Mill Road
Don Mills, Ontario M3B 3K3
(416) 441-2900

Admission Requirements: Admission is restricted to employees of credit unions or co-operative industries which are members of CCCS. In addition, applicants must meet the entrance requirements of George Brown College.

Program: The Program includes six compulsory courses and four options from among the approved courses. Only two options under each subject category are allowed.

EQUIVALENCY COURSE LIST

CCUI	COURSE NUMBER	GEORGE BROWN
Letter of Recognition		
Accounting	ACC 100X	Accounting I
Business Administration	BUS 900A	Business Management I
Letter of Commendation		
Economics	EC 903	Economics
Marketing	MARK 100X	Marketing
Plus 2 approved options		
Fellows' Designation		
Business Strategy		N/A
Co-operative Studies		Available only through CCUI
Plus 2 approved options		
APPROVED OPTIONS		
Business – General		
Business Law	OMDP 902A	Ontario Business Law I (half-credit)
	OMDP 902B	Ontario Business Law II (half-credit)
Management of Financial Resources		
Business Finance	ACC 101X	Accounting II
Financial Accounting	ACC 200X	Financial Accounting I
Investment Management	ACC 203X	Financial Accounting II
Management Information Systems	EDP 800	Microcomputers in Business
Management of Human Resources		
Personnel Management	OMDP 906	People Management: Tools & Techniques (half-credit)
	OMDP 907	Effective Supervision: Human Relations (half-credit)
Organizational Behaviour	PSY 908X	Psychology In the Workplace (See Liberal Studies)
Marketing		
Consumer Behaviour	MARK 906	Consumer Behaviour
Promotion Management	MARK 202X	Marketing Research & Information Systems
	or	
	MARK 904	Introduction to Advertising
Quantitative Methods		
Computer Concepts	EDP 100X	Introduction to Computer Programming

Ontario Business Law I

OMDP902A

For course description, see page 50.

Ontario Business Law II

OMDP902B

For course description, see page 50.

Introduction to Computer Programming

EDP100X

For course description, see page 45.

Accounting

Cost Accounting II

ACC204X

Prerequisite: ACC 202X.
Learn more complex cost accounting concepts and techniques. Topics include: responsibility accounting, systems control of materials, labour and overhead, budget and budgetary controls, standard cost systems and variances.
Text: Cost Accounting, Planning and Control (latest edition).

Mon. and Thurs. 6 to 8:30 p.m. St. James Campus
55 hours Fee: $68.75 and purchase of text.
See equivalency for CCUI, TCI, pages 34, 42.
January 25 to April 7
April 18 to July 4

Financial Accounting I

ACC200X

Prerequisites: ACC 100X and ACC 101X.
A study of the theoretical structure of accounting. After a review of accounting principles and concepts, topics studied include: preparing financial statements; valuation of current assets, liabilities and operational assets.
Text: Intermediate Accounting (latest edition).

Wed. 6 to 9 p.m. and Sat. 9 am to noon
St. James Campus
78 hours Fee: $97.50 and purchase of text.
See equivalency for CMA, CGA, CCUI, TCI, pages 34, 35, 42.
January 13 to April 13
April 20 to July 20

Financial Accounting II

ACC203X

Prerequisite: ACC 200X.
A continuation of ACC 200X that covers the following subjects: the formation and capital structure of limited companies; accounting for bonds, long term liabilities and investments; accounting for income tax, pension and lease costs; statement of changes in financial position; analysis of financial statements; and accounting for inflation.
Text: Intermediate Accounting (latest edition).
Wed. 6 to 9 p.m. and Sat. 9 am to noon
St. James Campus
78 hours Fee: $97.50 and purchase of text.
See equivalency for CMA, CGA, CCUI, TCI, pages 34, 35, 42.
January 13 to April 13
April 20 to July 20

Auditing

ACC205X

Prerequisites: EDP 100X, ACC 100X, ACC 101X, ACC 200X, ACC 203X, ACC 220X, ACC 222X
This course is designed to provide students with an overview of the principles and techniques of auditing.
Students learn how to evaluate internal control systems, to prepare working papers in good form, and to communicate audit findings.

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
55 hours Fee: $68.75
January 26 to April 7
April 19 to June 29

Computerized Accounting

Management Information Systems II

ACC222X

Prerequisites: Management Information Systems I.
Provides an understanding of the following subjects from a user's point of view: systems studies for effective accounting information systems; the different phases of the system including analysis, design, implementation, initial operation and follow-up; resource acquisition, and microcomputer accounting applications. Time permitting, computer files, data bases and secondary storage devices are also covered.
Texts: Accounting Information Systems, and Electronic Spreadsheet Applications for Financial Accounting using Lotus 1-2-3.

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
70 hours Fee: $87.50 Materials: $10.00 and purchase of texts.
January 19 to April 21

C.G.A./S.M.A. Exemptions

The courses listed below have been granted exemptions by C.G.A. and S.M.A. as noted. An average grade of B is required to obtain exemptions. This Exemption Policy will apply as long as course content is acceptable to the associations.*

Our Course	C.G.A.#	S.M.A.#
ACC 100X	ACC 101 & 101X	Intro. Acctg.
EC 903	Economics 104	Economics
ACC 200X	ACC 211	Interm. Acctg. I
ACC 203X	ACC 222	Interm. Acctg. II
LAW 200X	LAW 108	Commercial Law
ACC 202X & 204X 300	Cost Accounting 311	—

*For complete exemption details, contact the associations directly

You and the Law

How to Incorporate Yourself

LAW800

All the information and guidance needed to incorporate your own small business. Learn to prepare Articles of Incorporation according to the law, as well as the various forms of business, particularly the corporation, and legislation governing corporations.
Instructor: Ira Greenspoon, B.Sc., L.L.B., practices law in Toronto and is very interested in educating the public about the law.

Mon. 6:30 to 9:30 p.m. St. James Campus
12 hours Fee: $49.00
January 25 to February 15
April 11 to May 2

Commercial Law

LAW200X

Prerequisite: Grade 12 English
Covers the fundamentals of Canadian commercial law that are particularly relevant to management accountants. The course is also helpful for accounting students seeking a professional designation (C.G.A. or C.M.A.) who want to earn an exemption in this subject.
Text: The Law and Business Administration in Canada, latest edition.

Wed. 6 to 9 p.m. and Sat. 9:30 a.m. to 12:30 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $5.00 and purchase of text.
January 20 to March 26

Job Search Skills

BUS215X

This course provides you with the tools you require to apply for the job, obtain and keep the job, and how to earn the promotion.

Wed. 6 to 9 p.m. St. James Campus
42 hours Fee $52.50 Materials: $10.00
January 27 to April 27

Certificate in Business Management

Compulsory

Marketing

MARK100X

A study of basic marketing concepts and practices as they relate to the consumer. Topics include: marketing terminology, controllable and non-controllable variables, and identification of the target market by demographic and geographic segmentation.
Text: Foundations of Marketing, latest edition.

NOTE: It is recommended that you read the first two chapters of the text prior to the course start date.

Mon. and Wed. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 and purchase of text.
See equivalency for CCUI, TC1, pages 34, 42.
January 25 to March 30
April 18 to June 27

Business Management I

BUS900A

For course description, see page 34.

Business Management II

BUS900B

For course description, see page 34.

Accounting I

ACC100X

For course description, see page 33.

Electives

Introduction to Computer Programming

EDP100X

For course description, see page 45.

Accounting II

ACC101X

For course description, see page 33.

Cost Accounting I

ACC202X

For course description, see page 33.

Ontario Business Law I

OMDP902A

For course description, see page 50.

Economics

EC903

For course description, see page 33.

Effective Supervision — Human Relations

OMDP907

Gain an understanding of the various aspects of managing people.
Topics include: understanding people, selection and induction, how to train employees, developing and maintaining morale, compensation, salary administration, effective communications, appraising employee performance, job satisfaction, leadership, planning and organizing for results, union relations, and resistance to change.

Thurs. 6 to 9 p.m. or Sat. 9 a.m. to 3 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text.
January 21 or 23 to March 24 or February 27
April 21 or 23 to June 23 or June 4

Certificate in Secretarial Practice

Compulsory

Typewriting III (Advanced)

TYP905

Prerequisite: 35 w.p.m. or TYP 903.
Further develop typewriting skills and concentrate on more advanced typewriting setups. The goal of the course is to achieve 50 w.p.m. on five-minute tests.
Text: Typing Power Drills and Pine Tree Resorts — An Office Simulation

Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $10.00 and purchase of texts.
January 26 to March 31
April 19 to June 23

Pitman Shorthand Theory II

SHP900B

Prerequisite: SHP 900A or acceptable background determined by test.
Continuation of the theory, and developing techniques in taking dictation at speeds up to 100 w.p.m. and transcribing it into acceptable form.
Texts: New Basic Course in Pitman Shorthand and Accelerated Speed in Pitman Shorthand.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus
72 hours Fee: $90.00 and purchase of texts.
January 19 to April 7

Pitman Shorthand — Speed Development

SHP901

Prerequisites: SHP 900A & B or equivalent, and 45 w.p.m. typing.
Develop skills in writing and reading shorthand notes, with the emphasis on short forms and phrases. Learn to take shorthand of average commercial difficulty at speeds of up to 120 w.p.m. and transcribe it into acceptable form at the typewriter.
Text: Practical Dictation and Transcription.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $75.00 and purchase of text.
January 19 to March 24
April 19 to June 27

Note: This is the last semester that Shorthand will be offered. See program in Secretarial Practice for changes. Course credits will be honoured.

Word Processing I

WORD201X

Prerequisites: Grade 12 English and 45 w.p.m. typing (test required).
For the experienced office worker who wants to learn to operate word processing equipment. Intensive hands-on training is provided on the Wang system.

Mon. and Wed. 6 to 9 p.m. or Sat. 9 a.m. to 4 p.m. St. James Campus
30 hours Fee: $150.00 and purchase of text.
January 18 or 23 to February 17 or 20
February 29 or March 5 to March 30 or April 9

Office Procedures

OP900

Prerequisite: Grade 12 English and typing 45 wpm.
Today's office, business or professional, is in a state of change. In this course, attention is given to what the office worker does and the way in which office activities are accomplished. Basic topics such as human relation skills, filing, telephone data communications, dictation and the automated office are discussed.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $75.00 Material Fee: $15.00
January 26 to March 31
April 19 to June 23

Dictation/Transcription/ Proofreading

DIC900

Prerequisite: Grade 12 English and typing 45 wpm.
This course provides the student with the skills to dictate, transcribe and proofread effectively. Topics include: operation of a dictation/transcription machine: preparation of text for dictation; transcription of a variety of letter styles, memorandums and reports; and dictation without a prepared text.

Mon. and Wed. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 Material Fee: $15.00
January 18 to March 23
April 18 to June 27

Electives

Forkner Shorthand

SH104X

For course description, see page 47

Intermediate Wordprocessing

WORD800

For course description, see page 47.

Introduction to Records Management RM I

RM900

An introduction to the broad range of subjects involved in records management. Lectures, syndicate exercises and discussions help define problem areas, possible solutions and the benefits to be gained by better control of all records. The emphasis is on training the student for supervised work.
Text: Information & Records Management (latest edition).

Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50 Materials: $15.00 and purchase of text.
January 27 to April 27

Advanced Records Management RM II

RM901

Prerequisite: RM 900 — Introduction to Records Management RM I.
This in-depth treatment of the subjects covered in RM 900 gives students the practical background for management positions in the profession. Syndicate exercises and class discussions of relevant topics are used to present material.
Text: Information & Records Management (latest edition).

Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50 Materials: $15.00 and purchase of text.
January 27 to April 27

Introduction to Computer Programming

EDP100X

For course description, see page 45.

Bookkeeping I

BOK552X

Develops a working knowledge of basic bookkeeping concepts and procedures. Students can use this course to gain employment in the field or as the basis for a more advanced study of accounting. Topics include: analyzing business transactions affecting assets, liability and owner's equity accounts as well as revenue and expense accounts, recording business transactions, the trial balance, posting, adjustments and closing entries, accounting for professional enterprises, financial statements, petty cash and payroll.
Text: Accounting I (latest edition), plus workbook.

Tues. 6 to 9 p.m. plus two 4-hour Sat. sessions within the dates listed below.
St. James Campus
50 hours Fee: $62.50 and purchase of texts.
January 12 to April 12
April 26 to July 26

Certificate for Institute of Law Clerks

Estates

LAW803

Prerequisite: recommended Grade 12.
This first-year course includes will drafting, administration of both testate and intestate estates, income tax matters, including special considerations in preparation of the Terminal T1 Return and subsequent Trust Return, Passing of Accounts and related legislation.
Recommended text: Ontario Estates Practice. 1986, M.L. Dickson and J.R. Wilson (C.C.H.)

Tues. 6:30 to 9 p.m. St. James Campus
32-1/2 hours Fee: $85.00 Examination Fee: $30.00
January 19 to April 12

Corporate

LAW801

Prerequisite: recommended Grade 12.
This second-year course includes Provincial and Federal Corporations, statues, incorporation and reasons for, definitions, share capital, organization and re-organization, meetings, sale of assets, amalgamations, dissolutions and financing statements.
Recommended text: Canada Business Corporations Act and Business Corporations Act, 1982.

Tues. 6:30 to 9 p.m. St. James Campus
35 hours Fee: $85.00 Examination Fee: $30.00
March 15 to June 14

Certificate in Records Management

Compulsory

Introduction to Records Management RM I

RM 900

For course description, see page 37.

Advanced Records Management RM II

RM 901

For course description, see page 37.

Electives

Forms Management RM III

RM 902

How to set-up and run a comprehensive forms management program. Suitable for career improvement in the field or for those who want a greater understanding of forms management as one element of a total records management program.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $10.00.
January 28 to March 31

Manuals Management

RM 903

This course provides the participant with specific knowledge in the planning, writing and maintenance of policy and procedure manuals. Among others, the following key topics will be studied: writing styles, writing layouts, organization of manuals, product procedures and distribution and maintenance procedures.
Text: Creating Effective Manuals

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 and purchase of text.
January 27 to March 30

How to reach us:
947-9914

Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Microfilm for Your Business

MICR 900

An introduction to producing, duplicating and using various microforms, roll, jacket, microfiche and aperture cards. Learn to prepare a cost/benefit study, and how to select the right equipment for the job. Other topics include: computer output microfilm (com), roll microfilm, unit microform, engineering drawings, micropublishing, film processing, quality control, and the types of equipment available.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50
January 26 to April 26

Certificate in Paperwork Simplification

Procedural Analysis

FORM 900

This course provides the student with the knowledge to plan and conduct a study of paperflow systems through lectures and practical exercises. This course satisfies the needs of those required to apply the concept of analysis to forms, procedures, methods or manual systems. The course benefits students seeking careers in the forms management, records management or systems professions.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50 Materials: $10.00
January 26 to April 26

Forms Design

FORM 901

This course introduces the student to the principles and contemporary design standards necessary for effective business forms. Lectures and exercises provide the student with a practical background in all aspects of business forms, from development through production. Topics include: principles of design, forms processing, design standards, typography, visual aids, copy marking and specification writing, paper standards and manufacturing, and technological changes.

Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50 Materials: $10.00
January 27 to April 27

Forms Management RM III

RM 902

For course description, see page 38.

Certificate Program in Business Procedures Analyst

Advanced Forms Design

FORM 902

Prerequisite: FORM 901 — Forms Design. Learn to design more complex unit sets, continuous forms and specialty forms. Other topics include: specifications writing for complex forms, high speed printer evaluation, MICR and OCR encoding, and new design technologies. Lectures are supplemented by practical class exercises and homework assignments.

Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $98.00
January 21 to April 21

Advanced Procedural Analysis

FORM 903

An advanced study of business systems, including: fact finding, flowcharting, problem solving, selling ideas and report writing. Lectures, practical exercises and case studies are used to present material.

Mon. 6 to 9 p.m. St. James Campus
42 hours Fee: $98.00
(Fall only)

Manuals Management RM IV

RM 903

For course description, see page 38.

Introduction to Computer Programming

EDP 100X

For course description, see page 45.

Certificate in Archival Practices

Compulsory

Introduction to Records Management RM I

RM 900

For course description, see page 37.

The Administration of Archives

BUS 801

Prerequisite: BUS 800 — Introduction to Archival Practices or currently employed as an archivist.
A guide to establishing, managing and marketing archival programs to professional standards. Examine the special problems facing the archivist, including: legal issues, changing media, automated access, monetary value, and disaster contingency planning.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $71.00 Materials: $25.00
January 26 to April 26

Electives

Advanced Records Management RM II

RM 901

For course description, see page 37.

Forms Management RM III

RM 902

For course description, see page 38.

Manuals Management RM IV

RM 903

For course description, see page 38.

Procedural Analysis

FORM 900

For course description, see page 38.

Forms Design

FORM 901

For course description, see page 38.

Microfilm for Your Business

MICR 900

For course description, see page 38.

Certificate in Marketing

Compulsory

Marketing

MARK 100X

For course description, see page 36.

Introduction to Advertising

MARK 904

Discover how to use the components of advertising (headline, layout, illustration and copy) for maximum results. Learn to select the right advertising message, identify your target audience, and what medium (television, radio or print) to use.
Text: Advertising Theory and Practice (latest edition).

Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50 and purchase of text.
See equivalency for CCUI, page 34.
January 13 to April 13

Introduction to Retail Management

MARK 905

For retail professionals wanting to upgrade their skills or aspiring retail managers, this introductory course helps identify and solve common problems in the industry. Students are encouraged to use their own business as a case study. Topics include: planning, budgeting, inventory control, merchandising, cost control, security, personnel, advertising and promotion.

Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $80.00 Materials: $10.00
Janauary 14 to April 14

Marketing Management I

MARK 205X

Prerequisites: MARK 100X and MARK 202X.
Expands on information from previous courses, comparing various marketing strategies and how they relate to product and price. A text, case studies, computer simulation and student project are used to introduce material.
Text: Canadian Marketing Cases and Concepts (latest edition).

Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50 and purchase of text.
January 20 to April 20

Electives

Product Planning and Pricing Policy

MARK 200X

Prerequisite MARK 100X and MARK 202X.
This course is designed to provide the student with an in-depth study of product pricing policies and strategies. Topics include: identification of pertinent factors regarding the product; how to communicate plans of action in oral and written form; and the development of a comprehensive marketing plan for the introduction of a new product.

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50
January 26 to March 31

Industrial Marketing

MARK 903

Gives students an understanding of marketing in the industrial sphere and shows them how to effectively market industrial products.
Text: Industrial Marketing Management.

Mon. 6 to 9 p.m. St. James Campus
42 hours Fee: $85.00 and purchase of text.
January 25 to April 25

Marketing Law

LAW 900

Familiarizes students with the fundamentals of Canadian marketing law and the applicable statutes.

Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $103.00
January 28 to April 28

Marketing Research and Information Systems

MARK 202X

Prerequisite: MARK 100X or equivalent. Designed for information users rather than technical research specialists, with the emphasis on the interpretation of information results. Other topics include: definition of decision oriented information needs, and sampling and measurement techniques. The text, case studies and a project are used to present material.
Text: Marketing Research (latest edition).

Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50 and purchase of text.
See equivalency for CCUI, page 34.
January 27 to April 27

Consumer Behaviour

MARK 906

A study of consumers' buying habits. Topics include: the effects of social class on purchasing behaviour, consumers' acceptance of certain new products and rejection of others, the debate whether consumers are manipulated to buy products they do not really need, personality differences and their effects on purchasing

behaviour, and a discussion of whether advertisements can change attitudes and beliefs.
Text: Consumer Behaviour -4th edition
Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $80.00 and purchase of text.
See equivalency for CCUI, page 34.
January 26 to April 26

Retail Advertising Copy Writing

MARK 902

Prerequisite: Retail advertising copywriting or practical experience.
Participants create a complete advertising campaign using all media covered in the course. This advanced workshop improves students' job prospects. Topics include: writing copy for regular price, sale, image and institutional advertisements, writing for television and radio, direct mail, billboards and posters.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $113.00
January 28 to March 31

Marketing Management II

MARK 206X

Prerequisite: All courses required within the Certificate Program in Marketing.
This course is designed to improve the student's ability to work in groups, improve communication skills, make decisions, and gain full factual knowledge with respect to "Buyer Behaviour."
Text: Canadian Marketing Cases and Concepts

Mon. and Wed. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 and purchase of text.
January 25 to March 30

Municipal Administration Program for Clerks, Treasurers and Municipal Administrative Staff

Municipal Financial Management

MUN 902

Prerequisite: designed for Clerks, Treasurers and other municipal administrative staff.
This course gives particular emphasis to the development of an effective system of financial management and control within a municipality. It begins by examining the nature and potential of municipal revenue sources. Money management, both short-term and long-term, is examined. Topics include: The Nature of Municipal Financial Management; Municipal Revenues; Financial Planning and Priority Setting: Methods of Financial Management; Developing a Financial Management System; Applications of Financial Management.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $70.00 Material Fee: $35.00
January 27 to March 30

Municipal Functions & Practices

MUN 903

Prerequisite: designed for Clerks, Treasurers and other municipal administrative staff.
This course deals with the operating differences between small and large municipalities. Topics include: Municipal Law; the Policy Making Process; Effective Communications; Office Management; Personnel Management; Financial Management; the Planning Process and the Elements of Administration.

Thurs. 6 to 9 p.m. St. James Campus
36 hours Fee: $84.00 Material Fee: $35.00
April 28 to July 14

Purchasing Management Association of Canada (P.M.A.C.)

P.M.A.C.'s Professional Development Program is designed to help students improve their skills in purchasing. The three "Principles" courses are just the first step in obtaining credits towards your Professional Purchaser designation from the Association. For further information on the Professional Development Program, contact the National Office of P.M.A.C. at 2 Carlton Street, Suite 815, Toronto, Ontario M5B 1J3, (416) 977-7111.

Note: P.M.A.C. courses are offered in the fall semester only.

The Canadian Manager: Concepts and Practices Part I

BUS 842

Prerequisite: Several years business experience recommended.
Today's manager prepares for the future. This two-part program links course content and situations familiar to all managers. Each session gives students valuable insight and knowledge which can be applied to the day-to-day operations of business. For managers, or those about to be managers, this course offers a solid knowledge of managerial skills. Topics include the evolution of management thought, functions of management, planning, organizing, controlling, directing, controlling human resources and the manager of the future.
Note: Students may take one or both parts. Part II may be taken first. Each part is independent of the other.

Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $95.00
January 26 to March 29

The Canadian Manager: Concepts and Practices Part II

BUS 843

Prerequisite: Several years business experience recommended.
Today's manager continues to prepare for the future. Part two of this program includes the following: forms of management, internal and external environment, financial resources, environment of the future, physical and material resources and commercial resources.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $95.00
January 28 to March 31

WORKING SKILLS FOR WOMEN

The YWCA of Metropolitan Toronto, in cooperation with George Brown College and Canada Employment, is offering a free, non-credit program for working women to update their skills in **computer awareness, mathematics** and **career planning**. This program is designed for women who face technological change in their workplace.

Evening Program:
6:30 9:30 p.m.
Monday & Wednesdays or Tuesdays & Thursdays

Course Starts:
January, April, June & September
Entry Requirements:
Grade 12 or equivalent

For more information call the YWCA at: ***961-8100***

Workshops

Art Gallery of Ontario in cooperation with George Brown College presents

Museum Store Management

BUS 839

Prerequisite: Museum Management
This workshop is designed for those presently involved in expanding operations. How to meet the current phenomenal need for increasing retail revenues in the face of decreasing government and private funding. Managers will present approaches taken within their institutions devoted to the various arts and sciences, including product development, human resources training and economical promotions as particularly appropriate to museum mandates. A panel of these managers will invite questions, giving ample time to show the scope of the entrepreneurial challenge.

Sat. 10 a.m. to 4 p.m.
St. James Campus
6 hours Fee: $110.00
February 27

Operating a Consulting Business

BUS 841

This workshop presents specific information on how to start a part-time or full-time consulting business in any field. Topics included are: selecting a speciality, getting your first assignment, how to price your services, how to avoid giving away free advice, marketing, expanding into related fields, when to subcontract, writing successful proposals, and many others.

Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $95.00
February 27

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Operating an At-home Business

BUS 838

This seminar deals with the basics of running a home-based business; the legalities of starting and operating any kind of home business; zoning regulations related to home business; service and retail businesses; how to manage family interruptions; a "place and time" for business; when to consider "moving out."
Sat. 9 a.m. to noon St. James Campus
3 hours Fee: $45.00
February 27

Dictating Skills

BUS 840

This workshop is designed for the new or non-user of dictation equipment. Its purpose is to teach familiarity with the equipment and basic dictating skills. It will appeal to management and persons interested in utilizing the time-saving ability of dictation rather than hand-writing their notes. Course instruction will include the concept of dictation, why it is so effective, hands-on experience with structured dictation techniques and how to develop your own dictation style. All materials are supplied. Course materials include dictation equipment, instruction materials including dictation samples and guidelines.

Sat. 9 a.m. to noon St. James Campus
3 hours Fee: $45.00
February 27

Importing Seminar

BUS 919

A one-time opportunity to get all the answers regarding importing. Some topics covered are: starting an importing business; marketing for imports in Canada; sourcing an import; rules and regulations; purchasing and financing; pricing and mark-ups; distribution levels.

Sat. 9 a.m. to 5 p.m. St. James Campus
7 hours Fee: $71.00 Materials: $10.00
January 30
February 27
March 26

How to Successfully Import From the Far East

BUS 834

In this seminar you'll learn how to successfully import quality products from the Far East. Topics include: criteria in selecting goods, effective sourcing, cultural considerations in negotiations, quality control, agents, methods of payment, transportation and the Far East factory system.

Sat. 9 a.m. to noon
St. James Campus
3 hours Fee: $47.00
February 13

Insurance Courses leading to A.I.I.C. Designation

These courses are offered in cooperation with the Insurance Institute of Canada. An examination fee of $40 per A.I.I.C. subject is collected by the Institute. The examination fee for General Insurance Essentials is currently $30.

Note: A.I.I.C. texts will be distributed in class and are included in your fee. Refunds: There will be a $20.00 fee withheld when refunds are issued as the text will remain the property of the student. Register for exams during the first class.

REGISTRATION DEADLINES:
Courses: January 5, 1988
Examinations: January 31, 1988
Institute Exams: April 11 – 15, 1988

Principles and Practice of Insurance

INS 911

An overview of the insurance business. Topics covered include: the organization and operation of insurance, basic legal documents and applications of the law, binders and policies, how to read a policy from application to expiry, reinsurance, federal and provincial controls, production of business, adjusters, underwriters' associations or boards, and a history of insurance.
Note: This course is a prerequisite for any other A.I.I.C. subject.

Mon. 5:30 to 8:30 p.m. or Sat. 9 a.m. to 4 p.m. St. James Campus
36 hours Fee: $100.00
January 11 to March 28
February 13 to March 19
April 11 to July 4

Insurance on Property I

INS 912

Prerequisite: INS 911 — Principles and Practice of Insurance.
Topics covered include: basic fire insurance, extended coverage endorsement, fire insurance provisions in the Insurance Act, fire statutory conditions, concepts relating to property insurance, co-insurance and mortgage clauses, fire insurance coverage for dwellings, dwelling extended coverage endorsement, introduction to and general features of inland marine and multi-peril insurance and forms, underwriting these forms, householder's named perils, personal effects floater, fine arts policy, miscellaneous coverages, composite dwelling policy, homeowner's policy, tenant's package policy, cooperatives and condominiums.

Wed. 5:30 to 8:30 p.m.
St. James Campus
36 hours Fee: $100.00
January 13 to March 30
April 13 to June 29

Insurance Against Liability

INS 913

Prerequisite: INS 911 — Principles and Practice of Insurance.
A discussion of the law of negligence both in common law and as it applies to Quebec. Further topics include: the courts, employer and employee, independent contractors, dangerous things, animals, children and parents, damages, liability of owners and occupiers for dangerous land or premises, public authorities, conflict of laws, fatal accidents, and defences.

Tues. 5:30 to 8:30 p.m.
St. James Campus
36 hours Fee: $100.00
January 12 to March 29
April 12 to June 28

Automobile Insurance

INS 914

Prerequisite: INS 911 — Principles and Practice of Insurance.
Begins with an introduction to the field and a look at applications in general. Further topics include: applications for owner's form (S.P.F.I.); owner's form section A — third party liability; owner's form section B — accident benefits coverage; owner's form section C — own damage, general

Trust Companies Institute

TRUST COMPANIES INSTITUTE
L'INSTITUT DES COMPAGNIES DE FIDUCIE

The Trust Companies Institute (TCI) is the educational arm of the Trust Companies Association of Canada, Inc. and provides business, technical and management programs to the Canadian Trust industry.

The Institute's Business Education Program requires candidates to complete six general business subjects and to have one year's business experience. Upon completion of these requirements, candidates are awarded a Business Education Certificate by the TCI. George Brown, in cooperation with the Trust Companies Institute, offers courses which can be credited towards the Business Education Program.

Candidates are responsible for registering with the College and also with the Trust Companies Institute by completing a TCI registration form available from TCI and TCI Company Representative. Transcripts of courses successfully completed should be forwarded to the Institute by candidates upon completion of the program.

Individuals interested in Institute programs should contact the Institute for further details:

Trust Companies Institute
335 Bay Street, 7th Floor
Toronto, Ontario M5H 2R3
Telephone: (416) 364-1210

TCI Compulsory Subject	George Brown Equivalent
Principles of Accounting OR Financial Accounting	ACC 100X Accounting I **OR** ACC 200X Financial Accounting I
Law (one of) • Business • Commercial • Real Estate	OMDP 902A Ontario Business Law I **OR** RE 905 Real Property Law
Communications (one of) • Business • Interpersonal • Management **OR** Organizational Behaviour **OR** Human Relations	EL.S 903 Business Communication **OR** OMDP 954 Effective Communication in Today's Business World **OR** ENG 721 English B Applied Communications **OR** ENG 805 Report Writing for Positive Results
Principles of Economics (one of) • Micro • Macro	EC 900 Economics — An Introduction EC 903 Economics

TCI Optional Subjects/Equivalent Course Number/Title	
ACC 101X Accounting II	OMDP 907 Effective Supervision — Human Relations
ACC 202X Cost Accounting I	OMDP 941 Effective Labour Relations
BUS 900A Business Management I	PRGM 970 Intro. to Electronic Data Processing
EDP 100X Intro. to Computer Programming	PSY 907 Psychology — An Introduction
EDP 800 Microcomputers in Business	PSY 908 Psychology In the Workplace
ELTC 928 Intro. to Microprocessors and Microcomputers	
MARK 100X Marketing	

provisions, definitions, exclusions, automobile insurance law and statutory conditions, endorsements which may be used with owner's form, non-owned liability insurance, garage coverages, variations in automobile insurance between provinces, financial responsibility laws, highway victims indemnity funds, absolute liability, filing proof of financial responsibility, facility, compensation without fault, rating and claims.

Tues. 5:30 to 8:30 p.m. or Sat. 9 a.m. to 4 p.m. St. James Campus
36 hours Fee: $100.00
January 12 to March 29
February 13 to March 19
April 12 to June 28

Insurance Accounts and Finance

INS 916

This is the mandatory last course in the A.I.I.C. program. Topics covered include: government control of insurance companies, general principles of bookkeeping and insurance accounts, systems and methods, interrelationship of accounting and statistical departments, books and records of original entry and subsidiary ledgers, general ledger, profit and loss account and the balance sheet, premium and loss reserves, collection and credit, agents' accounts, reinsurance accounts, statistics, taxation of general insurance companies, and investments.

Wed. 5:30 to 8:30 p.m.
St. James Campus
36 hours Fee: $100.00
January 13 to March 30
April 13 to June 29

Claims I

INS 917

Prerequisite: INS 911, INS 912, INS 914.
An introduction to insurance claims, covering the following subjects: the independent adjuster, the insurer's claims department, the contract, the policy, investigation and settlement, the adjuster's role, first party claims for automobile, property and commercial property, third party claims, documentation, property claims, and aids to implementing adjustment.

Mon. 5:30 to 8:30 p.m.
St. James Campus
36 hours Fee: $100.00
January 11 to March 28
April 11 to June 27

Bodily Injury Claims

INS 932

Prerequisite: INS 911 — Principles and Practice of Insurance.
A discussion of the evaluation, negotiation and settlement of bodily injury claims, including: investigation and background, anatomy, bodily injury, bodily injury treatment, interpretation of medical reports, disability, and rehabilitation.

Thurs. 5:30 to 8:30 p.m.
St. James Campus
36 hours Fee: $100.00
January 14 to March 31
April 14 to June 30

Insurance on Property II

INS 933

Prerequisites: INS 911 and INS 912.
Topics include: business fire coverage, extended coverage endorsements, E.C.K.L.J. rating, fundamental principles and purposes of underwriting, the mechanics of underwriting, insurance plans, plan drawing, mercantile and commercial coverages designed for special purposes, bailees, coverages, real property insurance, basic fire policy, and survey practice.

Mon. 5:30 to 8:30 p.m.
St. James Campus
36 hours Fee: $100.00
January 11 to March 28
April 11 to June 27

Insurance on the Person

INS 934

Prerequisite: INS 911 — Principles and Practice of Insurance.
Topics include: history, types of policies, premiums, multi-party policies; computation of premiums — mortality, interest and expenses; office reserves — policy values and annual statements; savings and protection — use of policies and the effect of taxation; the Insurance Act, underwriting life insurance, business life insurance, pension plans, group insurance, equity investments, agency systems, accidents and sickness.

Wed. 5:30 to 8:30 p.m.
St. James Campus
36 hours Fee: $100.00
January 13 to March 30
April 13 to June 29

Insurance Against Crime

INS 935

Prerequisite: INS 911 — Principles and Practices of Insurance.
Topics include: definitions, policy conditions; robbery, burglary and theft insurance; broad form coverage — money and securities policy (broad form); safe deposit box policies — standard safe deposit box policy (lessee's burglary and robbery cover), lessee's cover (broad form), lessor's cover (blanket and liability insurance); fidelity, forgery; package policies — comprehensive, dishonesty, disappearance and destruction policies; office — store burglary and robbery, storekeepers' broad form, brokers' blanket bonds, physical protection, underwriting, rating and claims.

Tues. 5:30 to 8:30 p.m.
St. James Campus
36 hours Fee: $100.00
January 12 to March 29
April 12 to June 28

Building Construction/Fire Protection and Basic Hazards

INS 936

Prerequisite: INS 911 — Principles and Practices of Insurance.
A comprehensive study of fire hazards, particularly in building construction. Learn the specific fire hazards of heating, lighting and housekeeping and how they relate to ignition, combustion, volatility and flammability. Fire resistance is examined through a study of building materials and different structures.

Wed. 5:30 to 9:30 p.m.
St. James Campus
36 hours Fee: $100.00
January 13 to March 30
April 13 to June 29

Industrial and Process Hazards

INS 937

Prerequisites: INS 911 and INS 936.
Learn the principles and practice of using fire equipment, including: hand operated fire extinguishing equipment, automatic sprinkler protection, other special fire extinguishing equipment, private fire alarm services and equipment, and public fire protection.

Thurs. 5:30 to 8:30 p.m., St. James Campus
36 hours Fee: $100.00
January 14 to March 31
April 14 to June 30

Casualty Loss Prevention

INS 938

Prerequisites: INS 911, INS 913, INS 935.
Introduction to owners', landlords' and tenants' liability, crime, and burglar alarm systems. Specific topics include: inspections, exit requirements, swimming pools, schools, day nurseries, school camps, and elevator liability, manufacturers' and contractors' liability, fidelity bonds, crime inspections, physical protection, burglar alarm equipment and wiring methods, choice of alarm system, safes and vaults, and robbery.

Tues. 5:30 to 8:30 p.m.
St. James Campus
36 hours Fee: $100.00
January 12 to March 29
April 12 to June 28

Business Interruption

INS 940

Prerequisites: INS 911, INS 912.
Topics include: purpose, terminology, insured perils, policy period and indemnity period, American vs. British approach, insurable interest, earnings insurance, co-insurance, gross earnings and profits insurance, other types, practical points and loss adjustment.

Mon. 5:30 to 8:30 p.m.
St. James Campus
36 hours Fee: $100.00
January 11 to March 28
April 11 to June 27

Casualty Covers

INS 943

Prerequisite: INS 911 — Principles and Practice of Insurance.
Topics include: glass insurance, surety bonds, boiler and machinery insurance — history, main classes of objects for insurance, the policy, schedules and endorsements, rating, indirect insurance; aviation insurance — aircraft liability insurance, underwriting, rating, endorsements, additional coverages, aviation general liabilities, premises and operations liability, hangarkeeper's liability, products and completed operations liability, employer's liability and worker's compensation, aviation accident insurance, air cargo liability insurance, miscellaneous coverages — water damage, weather, crop, hail, livestock mortality, and commercial credit insurance.

Thurs. 5:30 to 8:30 p.m.
St. James Campus
36 hours Fee: $100.00
January 14 to March 31
April 14 to June 30

Claims II

INS 946

Prerequisites: INS 911, INS 933.
Topics covered include: principles governing settlement, preserving the evidence, general liability claims, professional and products liability claims, fidelity bond and surety bond claims, claims evaluation, negotiating a settlement, claim termination and civil procedure.

Thurs. 5:30 to 8:30 p.m.
St. James Campus
36 hours Fee: $100.00
January 14 to March 31
April 14 to June 30

Personal Lines Production

INS 971

Prerequisite: INS 911 — Principles and Practice of Insurance.
A basic overview of the insurance business. Topics include: an introduction to sales, individual selling skills, legal background, federal and provincial jurisdiction, tort, agency and contract law, home, automobile and life insurance.

Thurs. 5:30 to 8:30 p.m.
St. James Campus
36 hours Fee: $100.00
April 14 to June 30

Commercial Lines Production I

INS 972

Prerequisites: INS 911, INS 971.
A comprehensive study of risk management analysis, stressing the four categories of insurance: property, casualty, business interruption and life insurance. Helps insurance brokers and underwriters identify the needs of both the insured and the insurer. Case management techniques are used and the wording of various policies is reviewed.

Mon. 5:30 to 8:30 p.m.
St. James Campus
36 hours Fee: $100.00
April 11 to June 27

General Insurance Essentials — Part I

INS 981

Prerequisite: INS 911 — Principles and Practice of Insurance.
This first section deals with structures of the industry, office procedures and automobile insurance. The course is designed for people in clerical or similar positions and is offered in cooperation with the Insurance Institute of Canada.

Thurs. 5:30 to 8:30 p.m.
St. James Campus
36 hours Fee: $100.00
January 14 to March 31
April 14 to June 30

General Insurance Essentials — Part II

INS 982

Prerequisite: INS 981 — General Insurance Essentials — Part I.
Continuation of INS 981 covering personal lines, claims, principles, law and government controls. Upon completion of this second section, credit will be granted for INS 911.

Tues. 5:30 to 8:30 p.m.
St. James Campus
36 hours Fee: $100.00
January 12 to March 29
April 12 to June 28

Basic Broker Registration (General Lines Insurance)

INS 944

Intended for those preparing for broker registration in RIBO (acting under supervision).
Successful completion of this course and the qualifying examination can open up a stable and rewarding career opportunity to qualified persons who will carry on business in accordance with principles of integrity and honesty, engaged solely in the business of general lines insurance broker. This level of examination does not entitle the candidates to open their own broker firm. A good working knowledge of the English language is required.
Also useful for non-producer broker staff, insurance buyers, adjusters, insurance company personnel.
Course Content: Emphasis on the skills required of new brokers by RIBO; Principles and practices, RIBO Act information and regulations, commercial property, personal lines, liability, automobile, crime, bonds, brokerage office operations and routines. Equivalent to the 10-day broker registration course offered by IBAO at the School of Insurance.
Note: No refund on materials after the course start date.

Mon. and Wed. 6 to 9 p.m.
St. James Campus
72 hours Fee: $150.00 Materials: $185.00 (Mandatory with registration)
RIBO Examination Fee: $100.00
— submit during first class.
January 11 to March 30
April 18 to July 11

Specialized Skills for the Insurance Professional

BUS 836

Prerequisite: Minimum one year insurance experience.
This workshop has been designed and developed expressly for insurance people who want professional training in communication strategies that clarify, convince and motivate with words. This highly concentrated full-day clinic is to renew, review and improve your competency as an effective insurance communicator.

Sat. 10 a.m. to 4 p.m. St. James Campus
6 hours Fee: $95.00
February 27

Computer Studies

Introduction to Computer Programming

EDP 100X

An overview of business data processing and a base for further study of programming and system analysis. Topics include: hardware and software features, programming languages, flowcharts and practical experience programming in the BASIC language.
Text: Computer Fundamentals with Application Software and Watcom BASIC Made Easy.

Mon. and Wed. or Tues. and Thurs. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $62.50 and purchase of texts.
January 25 or 26 to March 30 or 31
April 18 or 19 to June 27 or 23

Computer Literacy (An Introduction to Microcomputers)

PRGM 993

An introduction to the computer age, covering how computers work, computer terminology, what the computer can and cannot do and the types of machines available. Material is presented with helpful audio-visual aids and hands-on computer experience.

Tues. 6 to 9 p.m. or Sat. 9 a.m. to noon
St. James Campus
21 hours Fee: $84.00 Materials: $5.00 *January 26 to March 8 or January 30 to March 12*
March 15 to April 26 or March 19 to May 7
Tues. 6:15 to 9:15 p.m.
Harbourfront Microcomputer Centre,
235 Queen's Quay West
(Register at St. James Campus)
January 26 to March 8
March 15 to April 26

COBOL I

EDP 101X

Prerequisite: EDP 100X or equivalent.
The mechanics of the COBOL language are introduced and students gain practical experience writing programs to solve business problems. The documentation of programs is emphasized.
Text: Cobol for the '80s.
Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 Materials: $10.00 and purchase of text.
January 26 to March 31
April 19 to June 23

COBOL II

EDP 200X

Prerequisite: A "C" standing in COBOL I or equivalent.
Programming assignments cover accounts receivable and payroll applications and students are taught techniques for sorting, summarizing and updating a master file.
Text: Cobol for the '80s, OS/VS JCL and Utilities, and CMS Primer, Release 4.

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 Materials: $10.00 and purchase of text.
January 26 to March 31
April 19 to June 23

EMPLOYERS...

Do you have special personal computer (IBM or IBM compatible) needs? We provide tailored, hands-on computer courses designed for your employee needs.

For further information, telephone 967-1212, Ext. 3292.

Microcomputers in Business

EDP 800

Prerequisite: Basic knowledge of microcomputer operations.
An introduction to the various types of commercially available productivity software for those acquainted with the general procedures for processing business information. Subjects include: BASIC, electronic spreadsheet, word processor, data manager, graphics and integrated packages. Hands-on experience is offered in most of these areas.
Text: Lotus 1-2-3 – A Ready Reference Manual and dBase III – A Ready Reference Manual.

Sat. 9 a.m. to 1 p.m. St. James Campus
44 hours Fee: $102.00 Materials: $8.00 plus purchase of text.
See equivalency for CCUI, TCI, pages 34, 42.
January 23 to April 9
April 23 to July 16

Introduction to ACCPAC General Ledger

ACC 800

Prerequisite: Knowledge of basic accounting.
The ACCPAC General Ledger & Financial Reporting System can be operated by persons with varying degrees of accounting knowledge. Students with an accounting background will, however, be in an advantageous position in appreciating the implications of the various teaching modules.
This course aims at teaching the student how to create and maintain a general ledger, enter accounting transactions and produce all critical financial reports, including company profile, chart of accounts, general ledger listing, batch status report, transaction journal, trial balance worksheet, detailed general ledger account listing, and custom financial reports and specification files.

Mon. 2 to 5 p.m. St. James Campus or Harbourfront Microcomputer Centre
235 Queen's Quay West
(Register at St. James Campus)
21 hours Fee: $25.00
January 25 to March 7

Introduction to dBASE III

PRGM997

Prerequisite: Familiarity with microcomputers.
dBase III and dBase III Plus are the latest versions of dBase. They are the most popular data base management software packages around for microcomputers. Learn the steps for creating, editing and displaying data records. You are introduced to sorting, indexing and preparing reports and elementary dBase programming.

Fri. 6 to 9 p.m. St. James Campus
18 hours Fee: $113.00 Materials: $7.00
January 18 to February 19
March 18 to April 29

Mon. 6:15 to 9:15 p.m.
Harbourfront Microcomputer Centre
235 Queen's Quay West
(Register at St. James Campus)
January 11 to February 15

Advanced dBASE III

PRGM998

Prerequisite: PRGM 997 — Introduction to dBASE III plus practical experience.
This course is designed for those who want to use dBase III and dBASE III Plus beyond just the interactive mode and become involved in its built-in programming language. The student starts by creating small business-related programs and learns how to build these step by step into powerful, integrated programs. These integrated programs relate to most business systems and provide a practical tool for the work place.

Wed. 6 to 9 p.m. St. James Campus
18 hours Fee: $114.00 Material Fee: $5.00
January 13 to February 17
March 2 to April 6

Programming in dBase III

NEW!

EDP801

Prerequisite: Intro. to dBase III or equivalent practical experience.
This advanced course introduces the concepts behind programming, and then goes on to creating menus, prompts, file maintenance programs, customized data entry forms and how to deal with multiple files.

Tues. 2:30 to 5:30 p.m.
Harbourfront Microcomputer Centre
235 Queen's Quay West
(Register at St. James Campus)
30 hours Fee: $250.00
January 26 to March 29

Introduction to Lotus 1-2-3

BUS813

Prerequisite: Basic knowledge of microcomputers.
A clear, concise and practical approach to the popular electronic spreadsheet which combines power and flexibility with ease of use. Both the novice and those with some knowledge of 1-2-3 will benefit from the course.

Tues. or Thurs. 6 to 9 p.m.
St. James Campus
18 hours Fee: $211.00 Material Fee: $7.00
January 19 or 21 to February 23 or 25
March 15 or 17 to April 19 or 21

Wed. 6:15 to 9:15 p.m.
Harbourfront Microcomputer Centre
235 Queen's Quay West
(Register at St. James Campus)
January 20 to February 24
March 16 to April 20

Advanced Lotus 1-2-3

BUS815

Prerequisite: BUS 813 — Introduction to Lotus 1-2-3 plus practical business experience with Lotus 1-2-3.
Explore the potential of 1-2-3 and move on to more advanced applications, especially the use of macros. Learn how to design the worksheet and create macros for a variety of business applications as well as data sharing between 1-2-3, dBASE II and Wordstar.

Mon. 6 to 9 p.m. St. James Campus
18 hours Fee: $203.00 Material Fee: $10.00
January 25 to February 29
March 7 to April 11

Office Applications Using Lotus 1-2-3

NEW!

BUS844

Prerequisite: Keyboarding ability and basic understanding of Lotus 1-2-3.
The course introduces the student to the fundamentals of this very popular electronic spreadsheet, with an emphasis on how to use it in an office environment. Students are introduced to budget forecasting, combining files, and maintaining records.

Introduction to Wordstar and Wordstar 2000

PRGM999

Prerequisite: Familiarity with the keyboard.
Using Wordstar and Wordstar 2000, the student is introduced to the fundamentals of word processing. This course examines editing, creating, saving, printing and revising documents; setting margins, columns, page length; inserting, deleting, copying and moving text.

Sat. 1 to 4 p.m. St. James Campus
30 hours Fee: $160.00 Material Fee: $5.00
January 16 to March 19
Fri. 6:15 to 9:15 p.m.
Harbourfront Microcomputer Centre
235 Queen's Quay West
(Register at St. James Campus)
January 15 to March 18

Wordprocessing in Theory and Practice

WORD803

Prerequisite: Keyboarding ability required.
The concepts and principals involved in wordprocessing are examined in order to make the student flexible in adapting to different wordprocessing packages. Similarities between some of the different modern wordprocessing packages are discussed. The student will recieve plenty of hands-on experience using a popular wordprocessing package. A knowledge of keyboarding is required.

Wed. 2:30 p.m. to 5:30 p.m.
Harbourfront Microcomputer Centre
235 Queen's Quay West
(Register at St. James Campus)
24 hours Fee: $198.00
January 27 to March 16

NEW!

Macros in Lotus 1-2-3 (Release 2)

BUS912

Prerequisite: Must have completed Introduction to Lotus 1-2-3 (BUS 813) or practical experience with Lotus.
Macros in the past have been referred to by Lotus as the "typing alternative" since they could have saved a user from having to type the same 1-2-3 commands over and over again. Macros have come a long way in the last few years and are now a form of "programming." The student will start off by creating simple macros and then will gradually learn how to create more complex macros. Several macros for business applications will be presented and explained to the student. The course is very much "hands on," and the students will be actively creating their own macros in class.

Sat. 9 a.m. to 4 p.m. St. James Campus
6 hours Fee: $75.00
January 30
February 13
February 27
March 12

For more courses in computer studies, see the Computer Studies section, page 15.

Typing

Basic Keyboarding I

KB100X

Designed for those with minimal or no knowledge of typing. After the keyboard is covered thoroughly, students do drills to increase their speed and accuracy with the goal of achieving a speed of 20 to 25 words per minute.
Text: Typing Power Drills.

Mon. and Wed. or Tues. and Thurs.
6 to 9 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $5.00 and purchase of text.
January 25 or 26 to March 30 or 31
April 18 or 19 to June 27 or 23

Typewriting I (Beginning)

TYP901

Prerequisite: Basic knowledge of English.
Emphasizes mastery of the touch system and basic typewriting set-ups with a goal of 25 w.p.m. on five-minute tests. Topics include: elements of the touch system — posture, good stroking, rhythm, and correct fingering, parts of the typewriter, and the rules of syllabication, capitalization, tabulation and letters.
Text: Keyboarding for Canadian Colleges, Career Course and Typing Power Drills

Mon. and Wed. or Tues. and Thurs.
6 to 9 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $5.00 and purchase of text.
January 25 or 26 to March 30 or 31
April 18 or 19 to June 27 or 23

Typewriting II (Intermediate)

TYP903

Prerequisite: 25 w.p.m. typing or TYP 901 — Typewriting I (Beginning).
Develop speed with a goal of 35 w.p.m. or better while learning basic production skills, such as centering and tabulation.
Text: Keyboarding for Canadian Colleges, Career Course and Typing Power Drills.

Mon. and Wed. 6 to 9 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $5.00 and purchase of text.
January 25 to March 30
April 18 to June 27

Typewriting III (Advanced)

TYP905

Prerequisite: 35 w.p.m. or TYP 903
Further develop typewriting skills and concentrate on more advanced typewriting setups. The goal of the course is to achieve 50 w.p.m. on five-minute timed writings.
Text: Typing Power Drills and Pine Tree Resorts — An Office Simulation.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $10.00 and purchase of text.
January 26 to March 31
April 19 to June 23

Word Processing

Word Processing Concepts

WORD113X

An introduction to the use of word processing and the different types of systems and equipment available. This course does not include hands-on experience.
Text: Word Processing and Information Systems.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 and purchase of text.
January 28 to March 31
April 21 to June 23

Word Processing I

WORD201X

Prerequisites: Grade 12 English and 45 w.p.m. typing (test required).
For the experienced office worker who wants to learn to operate word processing equipment. Intensive hands-on training is provided on the Wang system.

Mon. and Wed. 6 to 9 p.m. or Sat. 9 a.m. to 4 p.m. St. James Campus
30 hours Fee: $150.00 and purchase of text.
January 18 or 23 to February 17 or 20
February 20 or March 5 to March 30 or April 9

Intermediate Word Processing

WORD800

Prerequisite: WORD 201X — Word Processing I or proof from employer of practical experience required when registering.
Continue training on the Wang system and learn to create, manipulate and print documents. Topics include: introduction to the glossary, merge, dual column and repagination.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus
30 hours Fee: $150.00 and purchase of text.
January 19 to February 18
March 1 to March 31

Advanced Word Processing

WORD801

Prerequisite: WORD 800 — Intermediate Word Processing.
Further training on the Wang system, including demonstrations of format modification, index generator and superglobal replace. Other topics include: advanced glossary functions, decision processing, mathematics support package, document merge, alternating headers and footers, and column edit.

Fri. 6 to 9 p.m. St. James Campus
30 hours Fee: $150.00 and purchase of text.
January 22 to March 25

Shorthand

Forkner Shorthand

SH104X

Prerequisite: Grade 12 English.
Learn a variety of speed forcing techniques with the emphasis on English and transcription skills. Reference SHP 900A, SHP 900B, SHP 901.
Text: Forkner Shorthand for Colleges and Forkner Skill Builder

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
80 hours Fee: $100.00 plus purchase of texts.
January 19 to May 5

Certificate Program for Medical Secretarial

For description, see page 31.

Medical Office Procedures

Medical Office Practice — II

BUS192X

Prerequisites: Medical Office Practice — I, Grade 12 English.
Upon successful completion of this course the student is able to perform functions common to a medical office. Included are OHIP and WCB recordkeeping, form completion and billing as well as general bookkeeping, general ledgers, disbursements and payroll.

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50
January 26 to March 31

Medical Terminology — Part II

BUS175X

Prerequisite: Grade 12 English and typing speed of 45 wpm.
Students will continue to increase their knowledge of medical terminology and procedures to an advanced stage.

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50
January 26 to March 31

Machine Transcription — Part II (Medical)

BUS170X

Prerequisite: Grade 12 English, 45 wpm typing, BUS 166X.
Upon successful completion of this course the student is able to exhibit proficiency in all areas of machine transcription including transcription (continuous typing), proofreading, editing and the use of medical terminology in a variety of documents common to the medical environment.

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50
January 26 to March 31

Legal Office Procedures

Legal Office Procedures — Part I

OP206X

Prerequisites: Grade 12 English and 45 w.p.m. typing. Proof required when registering. To arrange for a typing test, please call 967-1212, ext. 3331 or 3332.
Learn the varied duties involved in running a legal office and further develop typing skills. Emphasis is placed on the understanding and accurate preparation of the correspondence and up-to-date documents involved in the various facets of law.
Text: Legal Office Procedures

Mon. and Wed. 6 to 9 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $10.00 and purchase of text.
January 18 to March 23

Legal Office Procedures — Part II

OP216X

Prerequisites: Grade 12 English, 45 w.p.m. typing, OP 206X - Legal Office Procedures - Part I or acceptable work experience in a legal office. Proof required when registering.
Specific topics include: an introduction to real estate transactions, deeds and transfers, mortgages and charges, statements of adjustment, insurance and reporting letters, etc.
Text: Legal Office Procedures

Mon. and Wed. 6 to 9 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $10.00 and purchase of text.
April 11 to June 20

Real Estate Procedures for Legal Secretary

BUS816

Prerequisite: Experience as a secretary.
Become a more efficient assistant to a solicitor by learning to handle simple real estate transactions on your own, including purchase, sale and institutional mortgages. As you become more familiar with the procedures, you learn to recognize the next step in the process without prompting. Start and maintain a precedent binder and a checklist of transaction procedures. You are encouraged to use your firm's forms for precedents.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $104.00 Material Fee: $10.00
January 27 to March 30
April 20 to June 22

The Legal Secretary — Corporate

BUS920

Prerequisite: Experience in a legal office or legal secretary course.
Shows you how to handle the administrative details of incorporating in Ontario and the subsequent organizing of the company.
Topics include: documents required to incorporate, drafting articles of incorporation, initial banking documents, agreement between shareholders, how to remove directors, and how to register out-of-province companies.

Mon. 6 to 9 p.m. St. James Campus
12 hours Fee: $44.00 Material Fee: $20.00
February 1 to 22
April 20 to June 22

Legal Secretary — Estates

BUS921

Prerequisite: Experience in a legal office or legal secretary course.
Prepares you to act autonomously in dealing with the probate or administration of a straight-forward undisputed estate settlement. Topics include: terminology, the secretary's role in completing estates, completing and filing documents, definition of administration bond, liquidating or transferring estate assets, and winding up an estate.

Wed. 6 to 9 p.m. St. James Campus
12 hours Fee: $44.00 Materials: $20.00
February 3 to 24
April 6 to 27

Are you a court reporter interested in updating your skills, or would you like to become a court reporter? The Business Part-Time Studies Department would like to hear from you. Please call 967-1212, ext. 3292.

Ontario Management Development Program
designed for

OWNERS, MANAGERS, SUPERVISORS & ENTREPRENEURS

REGISTRATION DEADLINE: JANUARY 11, 1988

Ontario Management Development Program (OMDP) courses:
- help you meet your career goals by providing you with management training you need to run your business successfully.
- assist you in starting your own small business.
- offer provincial OMDP Certificates, issued by the Ministry of Skills Development, to recognize your achievement on completion of basic programs.

Coordinated by the Ministry of Skills Development in cooperation with Ontario's community colleges, OMDP courses are designed by business and industry professionals, including the Federal Business Development Bank. Course leaders are practical, well-qualified business persons, educators or consultants who are familiar with the day-to-day problems faced as managers, supervisors and owners. Register in one or more courses in the same term and select the courses in the sequence outlined below.
For more information, please call 967-1212, ext. 3289, 3290, 3291.

Note: Course credits may not be used for more than one certificate.

Note: There is an additional cost for text and study material required for each Ontario management Development Course. Most of these items can be purchased at the College bookstore and are required for your first class.

For the following courses, OMDP 900; OMDP 955; OMDP 956; OMDP 957; course kits are included in the materials fee and will be distributed in class. This portion of the materials fee is non-refundable.

Certificate Category: Business Management Studies
Satisfactory completion of six courses, four of which are mandatory from two of the groups "A" to "E". The remaining two courses may be drawn from groups "A" to "F", or from non-OMDP, College-approved related courses.

Group A:	Business Management/General
OMDP 922	Management for Results
OMDP 930	Management by Objectives and Results
OMDP 931	Successful Small Business Management (Fall and Spring)
Group B:	Financial Control
OMDP 902A	Ontario Business Law I
OMDP 902B	Ontario Business Law II (Winter only)
OMDP 916	Credit & Collections
OMDP925	Practical Financial Management
Group C:	**Marketing**
OMDP 923	The ABCs of Selling
OMDP 948	How to Operate a Successful Retail Store (Fall and Winter)
OMDP 933	Managing the Marketing Function
OMDP 934	Planning Profitable Advertising (Fall)
OMDP 935	Marketing Your Product (Winter and Spring)
OMDP 936	Marketing for Small Business
Group D:	**Production**
OMDP 940	Effective Supervision — Production
OMDP 908	Effective Supervision — Administration
Group E:	**Personnel Management and Labour Relations**
OMDP 907	Effective Supervision — Human Relations
OMDP 912	Management Skills in Personnel Selection (Fall and Winter)
OMDP 906	People Management: Tools & Techniques (Fall and Spring)
OMDP 941	Effective Labour Relations (Winter)
OMDP 942	Effective Supervision — Communications (Fall and Spring)
Group F:	**Electives**
OMDP 914	How to Start a Small Business
OMDP 900	Management Functions for Supervisors (Winter and Spring)
OMDP 953	Bookkeeping

Supervisory Studies:
Satisfactory completion of six courses, two of which are from group A, one from group B, and one from group C. The remaining two may be OMDP or non-OMDP courses provided they offer training or education in the supervisory function.

Group A:	Human Resources
OMDP 907	Effective Supervision — Human Relations
OMDP 942	Effective Supervision — Communications (Fall and Spring)
OMDP 900	Management Functions for Supervisors (Winter and Spring)
OMDP 953	Bookkeeping
OMDP 954	Effective Communication in Today's Business World (Fall and Spring)
OMDP 957	The Supervisor — Managing Resources
OMDP 955	The Supervisor — Training and Developing Staff
OMDP 956	Leadership (Winter and Spring)
Group B:	**Work-Related**
OMDP 940	Effective Supervision — Production
OMDP 908	Effective Supervision — Administration
Group C:	**Electives**
OMDP 922	Management For Results

Ontario Management Development Program

Certificate in Business Management Studies

Management Functions for Supervisors

OMDP900

An introduction to the management process, budgeting and interviewing. Other topics include: the role of the supervisor, time management, decision making, allocating human resources, meeting management, performance appraisals, women as supervisors, and supervising women.
NOTE: Course kit is included in the materials fee and will be distributed in your first class. **This portion of the materials fee is non-refundable.** There is an additional cost for a text required for this course which can be purchased at the College bookstore and is required for your first class.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $25.00 plus purchase of text.
January 21 to March 24, April 21 to June 23

Ontario Business Law I

OMDP902A

Gain an understanding of the law as it applies to Canadian business. Learn to communicate better with lawyers and make the best use of legal advice. Case studies are the main method of instruction.

NOTE: There is an additional cost for text and study material required for each Ontario Management Development course. These items can be purchased at the College bookstore and are required for your first class.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 and purchase of course kit and text.
See equivalency for CCUI, TCI, pages 34, 42.
January 20 to March 23
April 20 to June 22

Ontario Business Law II

OMDP902B

Prerequisite: OMDP 902A - Ontario Business Law I.
A continuation of level I that covers the following topics: transportation, safety, agency, environmental protection, franchising, bankruptcy, taxation and security.

NOTE: There is an additional cost for text and study materilas required for each Ontario Management Development course. These items can be purchased at the College bookstore and are required for your first class.

Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 and purchase of course kit and text.
See equivalency for CCUI, TCI, pages 5, 10.
January 19 to March 22

People Management: Tools and Techniques

OMDP906

Learn to deal more effectively with the people in your organization. Topics covered include: an overview, organization planning, motivation, selection of personnel, induction and training, performance and appraisal, compensation, industrial relations, communication, and constructing an effective working environment.
Note: There is an additional cost for text and study material required for each Ontario Management Development course. These items can be purchased at the College bookstore and are required for your first class.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text.
April 21 to June 23

Effective Supervision in Human Relations

OMDP907

For course description, see page 36.

Effective Supervision in Administration

OMDP908

How to become a more decisive and effective supervisor. Learn how to evaluate employee performance and when to take corrective action to remedy problems. Apply the techniques of flowcharting and layout analysis to improve administration.
Note: There is an additional cost for text and study material required for each Ontario Management Development course. These items can be purchased at the College bookstore and are required for your first class.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text.
January 20 to March 23
April 20 to June 22

Management Skills in Personnel Selection

OMDP912

How to go about selecting the right employees for your needs. Learn to plan your manpower needs, from the number of employees required to their specific duties. Topics include: recruitment, selection, announcement of the position, the application form, screening methods, and the interview.
Note: There is an additional cost for text and study material required for each Ontario Management Development course. These items can be purchased at the College bookstore and are required for your first class.

Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text.
January 19 to March 22

How to Start a Small Business

OMDP914

A complete how-to course, from establishing your business to running it profitably. Topics include: legal business forms, start-up costs, finding financing, marketing, staffing, purchasing, inventory control, financial statements, financial control and government regulations.
Note: There is an additional cost for text and study material required for each Ontario Management Development course. These items can be purchased at the College bookstore and are required for your first class.

Mon. or Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text.
January 18 or 21 to March 21 or 24
April 18 or 21 to June 27 or 23

Credit and Collections

OMDP916

Course content: To provide a basic knowledge of the principles of consumer and mercantile credit. To examine the techniques of profitable credit investigation and approval. Topics covered include: Introduction - the study of credit, introductory remarks, the general concepts of credit, terms of sale, guiding principles of credit analysis, how to read a financial statement, services of credit associates and other major financial institutions, mercantile collections, consumer collections, credit and collection correspondence.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of text.
January 18 to March 21
April 18 to June 27

Management for Results

OMDP922

Improve managerial skills through an understanding of the process of delegation and the concepts of job enrichment and management by objectives.
Note: It is recommended that this be the final course for the Business Management Certificate.
Note: There is an additional cost for text and study material required for each Ontario Management Development course. These items can be purchased at the College bookstore and are required for your first class.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text.
January 20 to March 23
April 20 to June 22

The ABCs of Selling

OMDP923

Become a more professional salesperson by gaining a better understanding of your customers' needs. Topics include: know your competition, research product information, when and how to close the sale, successful product demonstration, and the value of using sources of justification.
Note: There is an additional cost for text and study material required for each Ontario Management Development course. These items can be purchased at the College bookstore and are required for your first class.
Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text.
January 19 to March 22
April 19 to June 21

Practical Financial Management

OMDP925

Prerequisite: Knowledge of basic Accounting.
Foster your understanding and appreciation of basic financial satements. Develop an analytic approach to financial planning as an aid to determining the profitability of projects and growth of aperations.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text.
January 20 to March 23

Management by Objectives and Results

OMDP930

Through practical activities, gain an understanding of the principles of management by objectives and learn to apply the techniques to your business.
Note: There is an additional cost for text and study material required for each Ontario Management Development course. These items can be purchased at the College bookstore and are required for your first class.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text.
January 18 to March 21, April 18 to June 27

Successful Small Business Management — Introductory Level

OMDP931

Improve your managerial skills through a study of such topics as: decision making, problem solving, developing a good staff, getting the message across, control, and managing for healthy growth.
Note: There is an additional cost for text and study material required for each Ontario Management Development course. These items can be purchased at the College bookstore and are required for your first class.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text.
April 21 to June 23

Managing the Marketing Function

OMDP933

Introduces and explains the marketing function. Topics include: the marketing environment, consumer behaviour, marketing and forecasting, and the importance of the customer.
Note: There is an additional cost for text and study material required for each Ontario Management Development course. These items can be purchased at the College bookstore and are required for your first class.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text.
January 18 to March 21
April 18 to June 27

Marketing Your Product

OMDP935

Learn how a clear marketing strategy can increase business profits. Topics include: product management, developing brand images, choosing and developing your product, distribution, and consumer behaviour.
Note: There is an additional cost for text and study material required for each Ontario Management Development course. These items can be purchased at the College bookstore and are required for your first class.

Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text.
January 19 to March 22
April 19 to June 21

Marketing for Small Business

OMDP936

This introductory course on basic marketing is designed for people with little or no background in marketing. Learn to apply the basic tools of marketing to a small- or medium-sized business.
Note: There is an additional cost for text and study material required for each Ontario Management Development course. These items can be purchased at the College bookstore and are required for your first class.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text.
January 21 to March 24
April 21 to June 23

Job Enrichment for Administration

OMDP938

This course is designed for sales and marketing directors, office managers, supervisors, and key managers in any adminstrative area. It will improve the supervisor's ability to give real attention to the achievement of the individual employee, while effectively integrating the accomplishments of all employees to further the success of the organization.

Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit.
January 19 to March 22
April 19 to June 21

Effective Supervision — Production

OMDP940

For supervisors, aspiring supervisors and forepeople in a production or manufacturing industry. Topics include: the role of the supervisor, principles of effective supervision, employee motivation, planning, developing and implementing a daily work schedule, setting objectives, measuring results and efficiency.
Note: There is an additional cost for text and study material required for each Ontario Management Development course. These items can be purchased at the College bookstore and are required for your first class.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text.
January 18 to March 21
April 18 to June 27

Effective Labour Relations

OMDP941

This course is designed to help supervisors deal effectively with aspects of labour relations, where collective agreements are established or where certification is possible. Topics include: union security, management rights, negotiations, collective agreements, emplyee-employer relations establishing bargaining rights.

Sat. 9 to 4 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text.
See equivalency for TCI page 42.
January 23 to February 20

Effective Supervision — Communications

OMDP942

Assists supervisors and management personnel in improving verbal and written communication techniques. Topics include: learning to listen, barriers to communication, common problems, and the meaning of communication.
Note: There is an additional cost for text and study material required for each Ontario Management Development course. These items can be purchased at the College bookstore and are required for your first class.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text.
April 20 to June 22

How to Operate a Successful Retail Store

OMDP948

Designed to help you become a better retailer and turn your plans into reality and profits. Topics include: managing price changes, pricing and profit, controlling your inventory, and designing your store for maximum sales.
Note: There is an additional cost for text and study material required for each Ontario Management Development course. These items can be purchased at the College bookstore and are required for your first class.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text.
January 20 to March 23

Bookkeeping

OMDP953

An introduction to basic bookkeeping that shows how accounting can help to manage a small business effectively. This course is not equivalent to BOK 552X.
Note: There is an additional cost for text and study material required for each Ontario Management Development course. These items can be purchased at the College bookstore and are required for your first class.

Sat. 9 a.m. to noon St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text.
January 23 to March 26
April 23 to July 9

Effective Communication in Today's Business World

OMDP954

For administrators, managers and supervisors who want to improve their interpersonal communication skills. Topics include: negotiating and dealing with the individual, speaking out, communication for results, leadership training, using task groups to solve problems, handling conflicts, creativity and brainstorming.
Note: There is an additional cost for text and study material required for each Ontario Management Development course. These items can be purchased at the College bookstore and are required for your first class.

Sat. 9 a.m. to 3 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit and text.
See equivalency for TCI, page 42.
April 23 to June 4

The Supervisor — Training and Developing Staff

OMDP955

Techniques for supervisors on how to train and develop staff. Topics include: setting standards, evaluating performance, counselling employees, how to run a better meeting, decision making techniques, and training in job skills.
Note: Course kit is included in the materials fee and will be distributed in your first class. **This portion of the materials fee is non-refundable.** There is an additional cost for a text required for this course which can be purchased at the College bookstore and is required for your first class.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $25.00 plus purchase of text.
January 18 to March 21, April 18 to June 27

Leadership

OMDP956

Designed to further develop the supervisor's role as a leader. Topics include: job enrichment, leadership styles and characteristics, styles of handling conflicts, developing and maintaining morale, motivation through achievement, and developing communication skills.
Note: Course kit is included in the materials fee and will be distributed in your first class. **This portion of the materials fee is non-refundable.** There is an additional cost for a text required for this course which can be purchased at the College bookstore and is required for your first class.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $25.00 plus purchase of text.
January 18 to March 21
April 18 to June 27

The Supervisor — Managing Resources

OMDP957

Supervisors learn to use the resources available to them. Topics include: improving productivity, managing the workload, setting goals, planning, organizing and leading, coordinating and controlling, managing physical resources, training and instructing employees, and the role of the supervisor.
Note: Course kit is included in the materials fee and will be distributed in your first class. **This portion of the materials fee is non-refundable.** There is an additional cost for a text required for this course which can be purchased at the College bookstore and is required for your first class.

Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $25.00 plus purchase of text.
January 19 to March 22
April 19 to June 21

NEW!

OF SPECIAL INTEREST TO McDONALD'S RESTAURANTS EMPLOYEES

McDonald's Restaurants and George Brown College have developed a unique opportunity for McDonald's employees to acquire credits for courses presented by the College and McDonald's training department.
Credits will be applicable to :

- Ontario Management Development Program (OMDP) — Business
- Ontario Management Development Program (OMDP) — Supervisory Studies
- George Brown College Business Management Certificate Program

For further information, McDonald's employees should contact McDonald's training department, or George Brown's Business Part-time Studies department at 967-1212, ext. 3292.

Technology

Architectural

The Certified Construction Associate (CCA) Program

The National Association of Women In Construction will award a certificate as a Certified Construction Associate (CCA) upon successful completion of the following courses:

DR 906 – Part I – Environment of the Construction Industry
DR 907 – Part II – Process of Management
DR 908 – Part III – Human Resources
DR 909 – Part IV – Labour Relations
DR 910 – Part V – Business Analysis
DR 911 – Part VI – Construction Principles

Heating Fuels Certificate

A Certificate in Heating Fuels will be awarded on successful completion of the following courses:
HT 910 – Gas Fitter I
HT 907 – Gas Fitter II
HT 913 – Oil Burner II
HT 915 – Basic Electricity and Controls
HT 919 – Propane Gas

Residential Heating and Air Conditioning Certificate

A Certificate in Residential Heating and Air Conditioning will be awarded on successful completion of the following courses:
AIR 905 – Air Conditioning, Residential and Small Commercial
HT 900 – Warm Air Heating and Air Conditioning
HT 907 – Gas Fitter II
HT 913 – Oil Burner II
HT 915 – Basic Electricity and Controls.

Balancing of Mechanical Systems Certificate

A Certificate in Balancing and Mechanical Systems will be awarded on successful completion of the following courses:
AIR 900 – Air Conditioning Design I
AIR 901 – Air Conditioning Design II
AIR 905 – Air Conditioning Residential and Commercial
AIR 910 – Building Mechanical Systems Advanced Balancing Procedures
SM 911 – Sheet Metal Pattern Drafting

Stationary Engineering Fourth Class Certificate

A Certificate in Stationary Engineering Fourth Class will be awarded on successful completion of the following courses:
STAT 941 – Power Plant Applied Science
STAT 942 – Power Plant Chemistry
STAT 943 – Power Plant Boilers and Auxiliaries
STAT 944 – Power Plant Heating, Refrigeration and Air Conditioning
STAT 945 – Power Plant Electrics and Instrumentation
STAT 946 – Power Plant Applied Mechanics

Stationary Engineering Third Class Certificate

A Certificate in Stationary Engineering Third Class will be awarded on successful completion of the following courses:
STAT 931 – Power Plant Applied Science
STAT 932 – Power Plant Chemistry
STAT 933 – Power Plant Boilers and Auxiliaries
STAT 934 – Power Plant Heating, Refrigeration and Air Conditioning
STAT 935 – Power Plant Electrics and Instrumentation
STAT 936 – Power Plant Applied Mechanics

Stationary Engineering Second Class Certificate

A Certificate in Stationary Engineering Second Class will be awarded on successful completion of the following courses:
STAT 921 – Power Plant Applied Science
STAT 922 – Power Plant Chemistry
STAT 923 – Power Plant Boilers and Auxiliaries
STAT 924 – Power Plant Heating, Refrigeration and Air Conditioning
STAT 925 – Power Plant Electrics and Instrumentation
STAT 926 – Power Plant Applied Mechanics
STAT 927 – Power Plant Drawing

Stationary Engineering First Class Certificate

A Certificate in Stationary Engineering First Class will be awarded on successful completion of the following courses:
STAT 911 – Power Plant Applied Science
STAT 912 – Power Plant Chemistry
STAT 913 – Power Plant Boilers and Auxiliaries
STAT 914 – Power Plant Heating, Refrigeration and Air Conditioning
STAT 915 – Power Plant Electrics and Instrumentation
STAT 916 – Power Plant Applied Mechanics
STAT 917 – Power Plant Statics and Fluids

Blueprint Reading and Drafting

Blueprint Reading for the Construction Trades

DR 931

This course is intended for those working in all branches of the building trades and serves as a foundation for further study.
Course Content: Orthographic projection, dimensions, pictorial drawing, drawing to scale, symbols and conventions, construction plans, sections and details, reading and interpreting working drawings and an introduction to metric drawings.

Mon. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00
January 11 to March 17

Blueprint Reading for the Welding Trade

ENDR 572X

Shows welders how to read blueprints. Topics include: a study of orthographic and pictorial drawing systems, freehand sketching, sketches of welded parts using multiview projection, basic dimensioning principles; a study of welded detail and assembly blueprints, including auxiliary views, scale drawings, shop notes, dimensions, tolerances, small tool operations, interpretation of welding symbols, sectional views and conventional practices.

Tues. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00
February 23 to July 5

Blueprint Reading for Machine Trades

ENDR 910

Provides tradesmen with a basic understanding of reading blueprints. Topics include: orthographic and pictorial drawing systems; freehand sketches of machine parts using multiview, isometric and oblique projections, and the interpretation of industrial blueprints including notes, specifications, dimensions, tolerances and surface finish.

Tues. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00
February 23 to July 5

Technical Drawing — Part I

ENDR 901

A practical introduction to the techniques needed to work in a drawing office. Topics include: the use of instruments, lettering, linework, applied geometry, third angle orthographic projection, oblique and isometric drawings, freehand sketching, conventions and symbols, sections, tolerances, limits and fits, surface roughness, gears, cams, pipe fittings and layouts, plus electrical, layout and assembly drawings.

Tues. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00
February 23 to July 5

Architecture

Architectural Drafting — Part I

DR 900

After an introduction to drafting equipment and procedures, topics studied include: Canadian symbols and conventions, foundation and floor plans for various types of construction, site plans, typical wall sections, introduction to metric drawings, and details of windows, doors, stairs and building codes.

Mon. and Wed. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $75.00
January 11 to March 16

Architectural Art and Presentation — Part I

DR 902

Prerequisite: Successful completion of DR 900 or equivalent, employment as a draftsperson or illustrator, or graduation at the Grade 12 level in Architectural Drafting.
Course Content: One and two point perspective, freehand approach and office method, interior and exterior sketching projects, shades and shadows, delineation techniques of furniture, trees, grass, etc., use of pencil, pen, markers and letratone.

Mon. and Wed. 7 to 10 p.m.
Casa Loma Campus
30 hours Fee: $37.50
January 11 to February 10

Construction

Introduction to Construction

DR 904

This course, developed in cooperation with the National Association of Women in Construction, covers the fundamentals of construction procedures and technology and includes a visit to a job site. Other topics include: an introduction to city and regional planning, managing, contracting, designing, engineering, estimating, bidding, inspecting, as well as the production work normally associated with construction.

Mon. and Thurs. 7 to 10 p.m.
Casa Loma Campus
45 hours Fee: $56.25
January 11 to February 29

Intermediate Construction

DR 905

Prerequisite: DR 904 — Introduction to Construction.
Drawings, Specifications, Estimating, and Scheduling deals with interpreting information conveyed from architects and engineers to contractors by way of a legal document and implementing that fundamental understanding. It discusses the many components of the legal agreement that bind the parties in a construction project; working drawings, front-end documents of the Project Manual, specifications, estimates, proposals, and schedules.

Mon. and Thurs. 7 to 10 p.m.
Casa Loma Campus, 48 hours Fee: $60.00
January 11 to March 3

Auto Cad

Introduction to CADD for Architects & Civil Engineers

CAD 951

Prerequisite: Minimum two years drafting experience.
An introduction to autocad on AT compatible systems to include: basic DOS functions, copying files onto diskettes, restoring and deleting files from hard disks.

Mon. or Wed. 7 to 10 p.m. or Sat. 9 a.m. to 1 p.m.
Casa Loma Campus
36 hours Fee: $280.00
January 11 to March 28
January 6 to March 23
February 13 to April 9

Advanced CADD for Architects and Civil Engineers

CAD 952

Prerequisite: CAD 951 — Introduction to CADD.
Advanced training for Autocad system. Select a project from your discipline for CADD development. Topics studied include: file structure and maintenance, parts library, back-up procedures, selecting optimum commands, creating personal menus, merging files and editing text files, creating 3-D.

Tues. or Thurs. 7 to 10 p.m.
Casa Loma Campus
36 hours Fee: $280.00
January 5 to March 22 or January 7 to March 24

Heating/Air Conditioning

Warm Air Heating and Air Conditioning

HT 900

Gain a background in system design and its application to residential warm air heating and air conditioning systems. There is the option to write the H.R.A. system design examination. Specific topics include: heat transfer, humidity and humidity control, heat loss and heat gain calculations using H.R.A. methods and manuals; elements of system design, including duct sizing, selecting and comparing systems, and an introduction to system balancing.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus
72 hours Fee: $90.00
January 19 to April 7

Basic Electricity and Controls/ Heating & Air Conditioning

HT 915

Provides a basic electrical and controls background for students entering the heating and air conditioning trades. Topics covered include: fundamentals of voltage, current and electrical resistance, Ohm's law and the law of electric power, series and parallel electrical circuits, electrical measurement and testing; electromagnetism and electromagnetic equipment, including relays, circuit breakers etc., introduction to alternating current, transformers, operation and testing of electric motors, electric wiring diagrams as applied to simple heating and cooling systems, the principles behind the operation of temperature controls, thermostats, limit controls, pressure controls, and simple heating and cooling control systems.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00
January 19 to March 24

Gas Fitter II

HT 907

Provides the necessary background to write the Fuel Safety Branch Gas Fitter II licence examination. Specific topics studied include: properties of natural gas, fundamentals of combustion; gas physics, including flow and pressure, gas meters and regulators, gas piping, gas venting, the atmospheric burner, principles of gas controls and control systems, installing and servicing gas conversion burners, analyzing flue gas and combustion efficiency, general appliance requirements, and a review of codes and regulations.

Mon. and Wed. 6 to 9 p.m. or 7 to 10 p.m. or Tues. and Thurs. 6 to 9 p.m. or 7 to 10 p.m.
Casa Loma Campus, 90 hours Fee: $112.50
January 25 or 26 to May 4 or 5

Gas Fitter I

HT 910

Provides the necessary background to write the Fuel Safety Branch Gas Fitter I licence examination. Specific topics studied include: properties of gas flames, flame detection, flame safeguard system and terminology;

fundamentals of controls (on-off, high-low-off, modulating-off), required C.G.A. valve train assemblies and components, limit controls and interlocks, programming flame safeguard controls, gas fired boilers; installing boilers and burners (piping, venting, and code requirements), analyzing flue gas, combustion and boiler efficiency, and an introduction to process gas heating equipment.

Mon. and Wed. or Tues. and Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
90 hours Fee: $112.50
January 25 or 26 to May 4 or 5

Oil Burner II

HT913

Provides the necessary background in trade theory and practice to write the Fuel Safety Branch Oil Burner II licence examination. Topics studied include: properties of fuel oil, theory of combustion, fuel oil firing systems, fuel pumps, nozzles, air handling components, ignition components, tanks and piping, combustion chambers and chamber materials, air and hot water temperature controls, combustion controls, control systems, servicing and installing equipment, analyzing flue gas and combustion efficiency, retro-fitting and upgrading existing systems, and a review of codes and regulations.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus, 90 hours Fee: $112.50
January 26 to May 5

Air Conditioning Design I

AIR900

Provides the basic theory and application of system design of air conditioning systems to H.R.A. standards. Topics covered include: the fundamentals of heat transfer, humidity and its control, heat gain and heat loss calculations using H.R.A. methods and manuals; the elements of system design and their application, including duct sizing, selecting and comparing equipment, an introduction to system balancing, and the applications of air conditioning equipment.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus, 72 hours Fee: $90.00
January 19 to April 7

Air Conditioning Design II

AIR901

Prerequisite: Grade 12 or equivalent, industrial experience.
Designed for those who wish to have a working knowledge of commercial and industrial air conditioning systems designs. Course Content: Influence of temperature, humidity and air motion on comfort; review of basic principles; components of an air conditioning system; behaviour of air vapour mixtures; psychrometric chart; sensible and latent heat; dehumidifying processes as related to designing of air conditioning systems; heating and cooling load calculations from internal and external sources; room air distribution and air duct design.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus, 60 hours Fee: $75.00
January 26 to March 31

Air Conditioning Residential and Commercial

AIR905

Prerequisite: Employment in the heating or air conditioning industry as a journeyman or equivalent.
Provides a fundamental background in the theory and practice of residential and small commercial air conditioning systems and equipment. Topics include: the fundamentals of refrigeration, compressors, condensors, evaporators, tubing and connections; standard operating procedures, including evacuating, charging and testing for leaks, electric motors, motor starters and overloads, electric and control circuits, testing circuits and troubleshooting, winter operation, selecting equipment, installation and start-up procedures, air problems and measurement, and conducting a service analysis.

Mon. and Wed. 7 to 10 p.m.
Casa Loma Campus
72 hours Fee: $90.00
January 18 to April 6

Residential Heat Pumps

AIR908

Prerequisites: REF 900 - Refridgeration - Part I, or AIR 905 - Air Conditioning, Residential and Commercial, or equivalent. Course content: Review of refridgeration fundamentals and air conditioning systems in the home. Basic heat pump cycle and heat pump application. In depth investigation operation. Installation and service, procedures and problems. Typical electrical control circuitry and operation. Efficiency measurements as: C.O.P., E.E.R. and S.E.E.R. balance point determination.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
30 hours Fee: $37.50
May 3 to June 2

Propane

Propane Gas (Fitter S2)

HT919

Provides the necessary background in trade theory and practice to write the Fuel Safety Branch Propane Gas Fitter S2 licence examination. Topics covered include: properties of propane gas, basic requirements for field approved appliances, propane piping and tubing requirements, review of ventilation and combustion air, general requirements for appliance storage and handling, filling cylinders, locating and storing propane tanks, accessories and equipment; transports, tank trucks and the transportation of propane, propane as an engine fuel, vaporizers, indirect and direct fired cylinder systems for highway mobile vehicles, basic domestic gas burner controls and heating systems as well as domestic hot water heaters.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
90 hours Fee: $112.50, *January 25 to May 4*

Propane (Plant Operator 3)

HT921

Provides the necessary knowledge of propane to write the Fuels Safety Branch Plant Operators licence. Topics covered include: properties of propane, safety procedures, filling propane containers and propane powered vehicles, and maintenance of the filling plant.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
6 hours Fee: $19.00, *May 10 to 12*

Plumbing

Plumbing Basic

PLUM900

An introduction to the theory and practice of domestic plumbing. Includes an examination of such topics as: materials and fittings, correct procedure for measuring pipe lengths, trapping and venting plumbing fixtures, and plumbing design for single family dwellings. Practical demonstrations and hands-on experience with commonly used pipe materials and tools are included.

Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
60 hours Fee: $75.00
January 11 to March 16

Plumbing Qualification

PLUM902

A refresher course in general plumbing theory to help prepare for writing the certificate of qualification examination. Due to the broad scope of the course, topics are not covered in great depth. The student should be familiar with trade terminology and practices.

Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
60 hours Fee: $75.00
January 12 to March 17

Plumbing Design and Installation

PLUM904

Prerequisite: Ontario Certificate of Qualification in Plumbing.
A comprehensive review of the areas that candidates for master's licences should be familiar with. Specific subjects covered: pertinent labour legislation, discounts, overhead and profit, material take-off, the provincial Plumbing Code, and considerable practice in the drawing of drain plans and stack elevations together with the sizing of the piping.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
60 hours Fee: $75.00
January 12 to March 17

Appliance Servicing

Appliance Servicing Part I (Electrical Fundamentals and Ranges)

AP903

Provides a basic background in electrical theory and practice as applied to major appliances with the emphasis on electrical ranges. Topics covered include: the nature of electricity, basic electrical quantities, Ohm's Law and its application, electrical circuits, magnetism and electromagnetism, electrical circuitry and fault finding, motors, power and heating effects, electrical measuring instruments, various switching devices, and the theory and test procedures of conventional ranges.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
60 hours Fee: $75.00
January 19 to March 24

Appliance Servicing Part II (Domestic Refrigeration)

AP904

Provides a basic background in the theory and practical repair of the following: domestic refrigerators, freezers, window air conditioners, evaporators, compressors, condensors, and electric motor controls. Other topics include: the compression system of refrigeration, refrigerants, liquid feed devices, defrosting methods, food preservation, evacuating and charging, conditioners, circuit tracing, fault finding, service and analysis.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
60 hours Fee: $75.00
January 19 to March 24

Appliance Servicing Part III (Laundry Equipment)

AP905

Prerequisite: AP 903 — Appliance Servicing Part I or equivalent.
Learn the theory and operation of automatic washers, dryers and dishwashers plus how to find faults, make repairs, trace circuits and conduct a service analysis.

Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
60 hours Fee: $75.00
January 18 to March 23

Commercial Appliance Servicing (Kitchen Equipment)

AP911

Prerequisite: Gas Fitter II Certificate of Qualification.
As the Metropolitan areas of Canada have grown rapidly in the last decade, so has the need for skilled people to service the equipment used in the kitchens of convention centres, hotels, hospitals, etc. This course deals with the mechanical technology required to service, troubleshoot and repair the following commercial gas and electrical kitchen appliances: fryers, ranges, ovens, toasters, compartment cookers, kettles, food wells, low pressure boilers, waffle irons and grills. This course also deals with the electrical technology of series control and parallel control circuits required to service, repair and troubleshoot commercial kitchen appliances.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials: $5.00
January 26 to March 31

Refrigeration

Refrigeration — Part I

REF900

Learn the fundamentals and principles of refrigeration, including: the compression system of refrigeration, properties of refrigerants, metering devices, expansion valves, evaporators, condensors, compressors, flow equipment, electric controls and control valves, lubrication, troubleshooting, demonstrations of silver brazing in the shop, evacuating and charging, plus other service tips.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $75.00
January 19 to March 24

Refrigeration – Part II

REF911

Prerequisite: REF 900 — Refrigeration — Part I or equivalent experience.
After a review of the fundamentals, topics covered include: electricity as applied to basic circuits and components, defrosting methods, time clocks, compressor drives, test instruments and their use, piping, temperature and pressure control, applications of refrigeration, humidity control, cold storage, basic psychrometric analysis, secondary refrigerants, liquid cooling, heating and cooling thermostats, trade safety; motor starting including relays, starters and contractors and motor overload protection.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
90 hours Fee: $112.50
January 26 to May 5

Training in Housing Rehabilitation Skills:

Inspecting Dwellings and Introduction to Specification Writing

CES813

George Brown College in co-operation with Canada Mortgage and Housing Corporation (CMHC) is offering two of four courses in the "Training in Housing Rehabilitation Skills" program.
This course is designed to improve the knowledge and skills of those involved in the housing rehabilitation and renovation field and is of particular interest to contractors, building inspectors, appraisers, property managers and real estate agents.
The following topics are covered: inspecting an existing dwelling, identifying systems and components of the dwelling, identifying problems and their causes, recording and writing up deficiencies, describing the work required for repair and replacement, and an introduction to specification writing.
The course includes supervised on-site dwelling inspections.

Sat. 8:30 a.m. to 5:30 p.m.
Casa Loma Campus
48 hours Fee: $222.00 Materials: $65.00
February 6 to March 12

Residential Specification Writing and Cost Estimating

CES815

Prerequisite: CES 813 — Inspecting Dwellings and Introduction to Specification Writing.
The second of four courses in the series "Training in Housing Rehabilitation Skills", this course is designed to improve the contract documentation skills of those involved in the residential rehabilitation and renovation field. Those who have completed course 1, Inspecting Dwellings and Introduction to Specification Writing and have a knowledge of building materials, construction methods, terminology, and practical experience benefit the most from this course. The following topics are covered: on-site drawings, specification writing, cost estimating, and an introduction to contract administration.

Mon. and Thurs. 7 to 10 p.m. Casa Loma Campus
48 hours Fee: $222.00 Materials: $65.00
January 11 to March 3

For more information about these programs, call Mr. E.A. Gould at 967-1212, ext. 2434.

Construction Specifications & Contract Law

SPEC901

Prerequisite: Successful completion of "Principles of Construction Specification". This course covers the following topics: responsibilities of a senior specifier; general conditions of the contract document – philosophy, impartiality, comprehensiveness, owner/contract agreement, shop drawings, guidelines; client/design consultants agreement – ACEC 31, RAIC 6. Guidelines and Schedules; construction liability insurance – claims, deductibles, estimates, taxes; risk insurance; national program administrators; surety bonds – security bid; performance bond, maintenance bond, holdback payment, CGDC documents; contract administration field service; legal terms; trends in court; legislation – Lien Act, Safety Act.

Wed. 6:30 to 9:30 p.m., Casa Loma Campus
30 hours Fee: $345.00
February 17 to April 20

Carpentry

Carpentry for the Homeowner — Basic

CAR901

Learn to operate the common hand and power tools used at home plus carpentry methods and materials required to maintain your home or cottage.
Mon. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $65.00
January 11 to March 14
March 21 to May 30

Masonry

Bricklaying

MAS900

Learn all about the tools, equipment and materials used by bricklayers as well as the types, sizes and characteristics of bricks. The types and preparation of mortars using various bonding agents in all weather are also covered as well as the layout of walls, pilasters and piers using various bonds.

Mon. and Wed. or Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus, 60 hours Fee: $75.00
January 11 or 12 to March 16 or 17
April 4 or 5 to June 13 or 9

Electrical

Electrical Apprentice Review

EL900

Designed for apprentices in their final term who expect to write the qualifying examination sometime within the year. Covers the theory, codes and equipment discussed throughout apprenticeship training.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials: $5.00
November 30 to February 17
February 22 to April 27

Hydro-Electric Power Commission Regulations (Master Electrician)

EL902

Prerequisite: Journeyman electrician.
Use of the Code Book (O.H.E.S.C.), application of regulations and tables, electrical installation calculations relevant to code regulations and tables, preparation for Master Electrician examination.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials: $10.00
January 12 to March 17
March 29 to June 2

A.C. Circuits

EL917

Prerequisites: EL 905 — Electrical Fundamentals or equivalent, plus MATH 117 — Mathematics or equivalent.
Topics covered include: a review of the simple alternator, sinusoidal voltage and current; instantaneous, average and effective values, capacitive and inductive reactance, impedance, series and parallel A.C. circuits, power in the single phase A.C. circuit, power factor and correction, phasor diagrams, the transformer principle, and voltage, current and power in the balanced three-phase circuit.

Mon. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus, 60 hours Fee: $75.00
January 11 to March 17

Electrical Construction and Maintenance I

EL907

Prerequisite: Grade 10 math or equivalent.
Topics covered include: Ohm's Law, series and combination circuits, two-wire distribution, line loss, power efficiency, wire calculations, batteries, magnetism, electromagnetism, induction, three-wire distribution, and the Hydro-Electric Power Commission Regulations.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials: $5.00
January 11 to March 16

Electrical Construction and Maintenance II

EL908

Prerequisite: EL 907 or the equivalent.
Course Content: electromagnetism, induction, D.C. generators, generator set-up and operation, D.C. motor, motor operation and controls; Hydro-Electric Power Commission Regulations.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials: $5.00
January 12 to March 17

Electrical Construction and Maintenance III

EL909

Prerequisite: EL 908 — Electrical Construction and Maintenance II or equivalent.
Topics covered include: A.C. fundamentals, vectors, single-phase transformers, single-phase motors, three-phase motors, three-phase transformers, auto-transformers, and the Hydro-Electric Power Commission Regulations.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials: $5.00
January 12 to March 17

Industrial Electronic Controls (Part II)

EL911

Prerequisites: EL 910 — Industrial Electronic Controls (Part I) and a good knowledge of algebra.
A more in-depth examination of the devices covered in EL 910 utilizing a combination of the devices in more complete circuits.
Theory and practical shop work cover the following topics: calculation of circuit components, selection of solid state devices, and the use of data sheets for circuits such as filtered power supplies, regulated power supplies, transistor circuits, D.C. amplifiers, complementary amplifiers, Darlingon amplifiers, differential amplifiers, operational amplifiers, uni-junction transistors and thyristors.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
72 hours Fee: $90.00 Materials: $8.00
January 12 to March 31

Industrial Electronic Static Logic Part IV

EL913

Prerequisite: EL 912 — Industrial Electronic Controls (Part III) or equivalent.
Theory and practical shop work covering the following topics: advanced digital circuits and their application in industrial control systems, an introduction to programmable controllers and the basic programming of programmable controllers.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials: $5.00
January 11 to March 16

Electrical Pre-Exam

EL950

Designed for journeymen seeking interprovincial standards and those referred by the ministry on provisional certificates. Covers the theory, codes and equipment discussed throughout apprenticeship training.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials: $5.00
November 30 to February 17
February 22 to April 27

Power Plant Electrical Shop

EL128X

Prerequisite: Basic electrical theory or equivalent.
A hands-on introduction to basic electrical maintenance procedures needed to maintain the equipment commonly found in a registered fourth-class stationary power plant.

Tues. 6 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00 Materials Fee: $65.00
January 12 to April 19

Mouldmaking

Mouldmaking: Plastics

MACH912

Prerequisite: Background in machining or design.
An introduction to plastics, the processes and design of plastic products. Other topics covered include: types of moulds, mouldmaking equipment, materials for constructing moulds, die-cast and transfer moulds, basic injection three-plate and hot runner moulds, runners and gates, heating and cooling moulds, heat treatment and surface finishes, a course review and an examination.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
30 hours Fee: $37.50
March 1 to March 31

Machine Shop

Machinist Basic

MACH913

Prerequisite: Grade 10 with an interest in machine shop.
This theoretical course is a review of the basic level theory course in the Machinist Apprentice Program and includes such topics as safety, lathe, hand tools, bench tools, measurement, layout, heat treatment, band saw, drill press, milling machines and surface grinders.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00
February 29 to May 4

Plastics Processing Equipment Mechanic Certificates

George Brown College, in cooperation with the Society of Plastics Industries, has developed the Plastic Processing Equipment Mechanic program. This program is divided into courses and certificates to make it more convenient for people wishing part-time upgrading in the evening.
All successfully completed courses count as credits towards the various levels of certificates listed below.
Basic certificate — Prerequisite: Related industrial experience.
Intermediate certificate — Prerequisite: Basic certificate.
Advanced certificate — Prerequisite: Intermediate certificate.
Certificates are comprised of the following courses:
Fluid Power, Electricity, Blueprint Reading, Mechanical Maintenance I, Electronics, Mechanical Maintenance II, Quality Control Mould Maintenance, Moulding Technology, Business Orientation, Programmable Controls and Trade Calculations.
The cost of each course is $1.25 per hour. Some courses may have a material fee. For further information call 967-1212, ext. 2243.
Courses offered this semester:

Plastic Material Technology

PL908

This course will enable the student too become familiar with the various types of plastics used in the manufacturing industry. The student will be able to recognize the different plastics by their individual characteristics.

Tues. 6:30 to 9:30 p.m., Casa Loma Campus
30 hours Fee: $37.50, *January 5 to March 8*

Mould Maintenance

MOLD900

This course will allow the student to become familiar with the problems encountered with the tooling used in the moulding process. The student will be able to make minor repairs such as touch-up polishing and adjustments to the cooling and heating systems.

Tues. 6:30 to 9:30 p.m., Casa Loma Campus
36 hours Fee: $45.00
March 11 to May 3

Moulding Technology

MOLD901

This course is designed to introduce the student to set-up, start-up, troubleshoot and tryout procedures of moulding machines.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00
February 2 to April 7

Plastics Processing Equipment Mechanic

Code	Course Title	Hrs	Certificates Basic	Int.	Adv.
MILL 900-A	Mechanical Miantenance	60	-		
MILL 902	Fluid Power	60	-		
ENDR 910	Blueprint Reading for Machine Trades	60	-		
EL 907	Electrical Constr. & Maintenance I	60	-		
MILL 900-B	Mechanical Miantenance II	60		-	
EL 909	Electrical Constr. & Maintenance III	60		-	
COAT 910	Statistica Process Control	45		-	
PL 908	Plastic Material Technology	30		-	
MOLD900	Mold Maintenance	36			-
MOLD901	Moulding Technology	60			-
EL 910	Industrial Electronic Controls I	60			-
MATH 605	Trade Calculations		---	---	---

Numerical Control

Computer Numerical Control I

NC900

Prerequisites: Knowledge of machine shop practices and grade 12 mathematics.
A hands-on course in numerical control programming that covers the following topics: the principles of numerical control, types of machines, coordinate systems, machine codes, canned cycles, sub-routines, tape preparation, plus setting-up and operating the machines. Class size is limited to give students maximum time with the equipment.

Mon. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $162.00 Material Fee: $30.00
January 11 to March 14

Computer Numerical Control II

NC903

Prerequisite: Minimum Grade B Computer Numerical Control I.
This course is designed to build on the theory and practical experience gained in C.N.C. Emphasis is placed on Advanced Manual Programming and C.N.C. Machining Techniques. The topics covered include: Basic C.N.C. Review; Machining Centre Control Systems; Speel Feed and power requirements; cutter compensation; advanced programming techniques machine setup and operation.

Tues. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $162.00 Materials: $50.00
January 12 to March 15

A.P.T. I

NC904

Prerequisite: Minimum grade of "B" in NC 900 — Computer Numerical Control I or one year experience in manual programming.
An introduction to computer assisted part programming using C.N.C. three-axis machine tools. Topics covered include: language and geometry definitions, tool motion, simple macros, C.N.C. machining techniques, tape preparation, plus setting-up and operating the machine. Class size is limited to give students maximum time with the machines.

Sat. 9 a.m. to 3 p.m.
Casa Loma Campus
48 hours Fee: $260.00 Material Fee: $40.00
January 16 to March 5

Computer Aided Design II (Mechanical)

NC907

Minimum Grade B – CAD I
This course offers a hands-on experience in Advanced Graphic Techniques. It is an individually paced program designed to build on the Theory and Experience gained in C.A.D. I. Topics covered during the course will include: review of basic construction techniques; advanced shape generation; introduction to layers; pattern/symbol creation; the use of patterns to maximize efficiency; plotting.

Sat. 9 a.m. to 4 p.m. Casa Loma Campus
30 hours Fee: $324.00 Materials: $50.00
March 26 to April 30

Computer Aided Manufacturing I

NC908

Prerequisite: Minimum grade of "B" in NC 904 — A.P.T. 1.
An intensive hands-on introduction to computer aided manufacturing. Topics covered include: C.A.M. menu structures, N.C. modals, tool motions, profile and pocket routines, tool path edits, plotting and post processors. Small class size allows students to follow an individually paced program. Students have access to the C.A.M. Centre for the length of the course.

Tues. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $312.00 Material Fee: $50.00
January 12 to March 15

C.A.D.

Computer Aided Design I (Mechanical)

NC906

Prerequisites: Minimum of two years drafting experience and a good knowledge of drawing office math.
An intensive hands-on introduction to computer aided design drafting and the types and uses of different C.A.D. systems. Topics covered include: system commands, generating basic shapes, manipulating, dimensioning, representing in two and three dimensions, and plotting drawings. Students have access to the C.A.D. Centre resources for the length of the course.

Sat. 9 a.m. to 3 p.m. Casa Loma Campus
30 hours Fee: $324.00 Material Fee: $50.00
January 16 to February 13
February 20 to March 19

Computer Aided Design II (Mechanical)

NC907

Prerequisite: Minimum Grade B CAD I.
This course offers a hands-on experience in advanced graphic techniques. It is an individually paced program designed to build on the theory and experience gained in C.A.D. I. Topics covered during the course will include: review of basic construction techniques; advanced shape generation; introduction to layers; pattern/symbol creation; the use of patterns to maximize efficiency plotting.

Sat. 9 a.m. to 4 p.m., Casa Loma Campus
30 hours Fee: $324.00 Material Fee: $50.00
March 26 to April 30

Welding

Welding and Fabrication

The welding and fabrication courses outlined below are designed to develop specific practical welding or fitting skills. Appropriate theory specifically related to the use of equipment and the techniques involved in the development of these skills is included in each course. For those interested only in the theoretical aspects of welding and flame cutting, the two courses Welding Theory I and Welding Theory II are offered.

All successfully completed courses count as credits towards the various certificates listed at bottom.

Practice Sessions — Welding and Fabrication

Short term practice sessions in various welding processes and the basics of fabrication can be arranged for those unable to take, or who do not require, a complete course. All enquiries should be directed to: Mr. G. Betts, Chairperson, Metal Fabrication Technology Department, 967-1212 ext. 2242.

Welding Tests

The Metal Fabrication Department operates a testing program as a service to welders wishing to upgrade their qualifications by taking tests leading to certification. As an additional service, practice sessions prior to testing can be arranged if required. All enquiries should be directed to: Metal Fabrication Technology Department, 967-1212, ext. 2242.

Course Number	Course Titles	Certificates: BASIC WELDING	INTMED. WELDING	ADVANCED WELDING	METAL FABRICATION	WELDING FITTER	WELDING OPERATOR
WELD 920	Welding Theory I	•	•	•	•	•	•
WELD 921	Welding Theory II		•	•	•	•	•
WELD 922	Welding I (General)	•	•	•	•	•	•
WELD 923	Welding II (General)	•	•	•	•	•	•
WELD 924	Welding III (General)	•	•	•		•	•
WELD 925	M.C.C.R. Certification I (Plate)		•	•		•	•
WELD 926	M.C.C.R. Certification II (Plate)		•	•			•
WELD 929	Pipe Welding I (SMAW-Uphill)			•			
WELD 931	Pipe Welding III (Gtaw/Smaw-Uphill)			•			
WELD 934	Gas Metal Arc Welding I		•	•	•	•	•
WELD 935	Gas Metal Arc Welding II			•			•
WELD 937	Gas Tungsten Arc Welding I			•			•
WELD 938	Gas Tungsten Arc Welding II			•			•
WELD 940	Welding Fabrication I				•		•
WELD 941	Welding Fabrication II				•		•
ENDR 572X	Blueprint Reading for Welding Trade				•	•	•
ENDR 901	Technical Drawing – Part I				•		•
MATH 610X	Trade Mathematics I				•		•
ENG 908	English Upgrading 10					••	

Welding Theory I

WELD 920

An introduction to the theoretical aspects of shielded metal arc welding (SMAW), oxy-acetylene welding (OAW), and oxy-fuel gas flame cutting (OFC).
Topics covered include: safety in SMAW, OAW, and OFC operations, the basic principles of different processes, operating different types of equipment, weldable/cutable metals, welding techniques, current types, polarity, cutting gases used, joint design, preparation and fit-up, control of distortion, etc.

Tues. 7 to 9 p.m. Casa Loma Campus
20 hours Fee: $25.00
January 5 to March 8

Welding Theory II

WELD 921

An introduction to the theoretical aspects of gas tungsten arc welding (GTAW), semi-automatic and automatic gas metal arc welding (GMAW), and flux-cored arc welding (FCAW). Topics covered include: safety in GTAW and GMAW operations, basic principles, operating the equipment, process theory, weldable metals, welding techniques, joint design, preparation and fit-up; and the effect of changing such variables as gas flow rates, current and voltage settings, travel speed, wire feed speeds, etc.

Tues. 7 to 9 p.m. Casa Loma Campus
20 hours Fee: $25.00
March 15 to May 17

Welding I — General

WELD 922

An introduction to the basic principles involved in both the shielded metal arc welding (SMAW) and oxy-acetylene (OAW) processes. Learn oxy-acetylene fusion welding of tee, lap, corner, and butt joints in the flat and horizontal positions. Also learn shielded metal arc welding of tee and lap joints in the flat and horizontal positions with E6010/11 and E6013 electrodes using single and multiple pass beads and weaves. Other topics covered include: safety precautions with SMAW and OAW equipment, cutting with manual oxy-acetylene equipment, and braze welding tee and lap joints in the flat position.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00
March 14 to May 18

Welding II — General

WELD 923

Prerequisite: WELD 922 — Welding I — General or equivalent.
Builds on the work done in Welding I and introduces more advanced techniques using the shielded metal arc welding (SMAW) and oxy-acetylene welding (OAW) processes.
Topics covered include: a review of WELD 922; oxy-acetylene welding of tee, lap, corner and butt joints in the vertical up position and cutting with manual oxy-acetylene equipment; braze welding of tee, lap and butt joints in the vertical up position; shielded metal arc welding of tee and lap joints in the horizontal and vertical up positions using multi-pass beads and weaves; welding corner, tee, lap and butt joints in the vertical down position on medium and light gauge mild steel. Electrodes used include E6010/11, E6013 and E7018.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00
March 14 to May 18

Welding III — General

WELD 924

Prerequisites: WELD 922 — Welding I — General and WELD 923 — Welding II — General or equivalent experience.
Further develop and refine all-position welding skills using the shielded metal arc welding (SMAW) process. Learn shielded metal arc welding of tee, lap, and corner joints in all positions with the emphasis on multi-pass welding techniques using E6010/11 and E7018 electrodes. Other topics include: an introduction to edge preparation, and the fit-up and welding of single-vee butt joints in the flat position.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00
March 15 to May 19

MCCR Certification II — (Plate)

WELD 926

Prerequisite: WELD 925 — MCCR Certification I (Plate) or equivalent experience. A pre-entry interview is required.
Designed to improve the welding skills acquired in WELD 925 and to prepare for a vertical and overhead position plate test to standards required by the Ministry of Consumer and Commercial Relations (MCCR) for pressure welding. Topics covered include: a review of WELD 925, welding of open root single-vee butt joints in vertical (3G) and overhead (4G) positions to MCCR specifications using E6010/11 and E7018 electrodes, and guided bend testing of completed welds.
Note: Arrangements can be made to have the final practical test inspected by the MCCR. An additional fee is involved.
Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus, 60 hours Fee: $75.00
March 14 to May 18

Pipe Welding III (GTAW/SMAW-Uphill)

WELD 931

Prerequisites: WELD 925, WELD 926 and WELD 929, or MCCR certification for all position pipe welding.
Designed to improve the welding skills of candidates preparing for an all position pipe welding test to standards required by the Ministry of Consumer and Commercial Relations (MCCR) for pressure welding.
Topics covered include: a review of WELD 925, WELD 926 and WELD 929; correct preparation and fit-up of two-inch, four-inch and six-inch diameter pipe joints, the theory and practice of root pass welding of plate and pipe joints using the GTAW process, and welding filler and cover passes using the uphill technique with E7018 low hydrogen electrodes.
Note: Arrangements can be made to have the final practical test inspected by the MCCR. Students may elect to test on either a two-inch or six-inch diameter pipe. An additional fee is involved.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials: $295.00
March 15 to May 19

Gas Metal Arc Welding II

WELD 935

Prerequisite: WELD 934 — Gas Metal Arc Welding I.
Builds on the work done in WELD 934 and introduces more advanced techniques with the gas metal arc welding (GMAW) process.
Topics covered include: a review of WELD 934, welding single-vee butt joints in flat, horizontal, vertical and overhead positions using solid wire, and guided bend testing of completed welds.
Note: Arrangements can be made to have the final practical test inspected by the MCCR. An additional fee is involved.
Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus, 60 hours Fee: $75.00
March 15 to May 19

Gas Tungsten Arc Welding II

WELD 938

Prerequisite: WELD 937 — Gas Tungsten Arc Welding I or equivalent experience.
Builds on the work done in WELD 937 and introduces more advanced techniques to weld various metals and joint types in both horizontal and vertical positions. Topics covered include: a review of WELD 937; welding of low carbon steel, aluminum and stainless steel lap, corner and tee joints in the vertical position and butt joints in horizontal and vertical positions; plus an introduction to the welding of light gauge carbon steel, and aluminum tubing and tube joints.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus, 60 hours Fee: $75.00
March 14 to May 18

Welding Fabrication I

WELD 940

Prerequisite: WELD 922 — Welding I — General or equivalent experience.
An introduction to the basic principles of layout and fitting as applied to miscellaneous metal fabrications. Topics covered include: a review of WELD 922, safety in welding and metal fabrication; identifying and selecting metals and structural shapes; the fundamentals of design of weldments; the safe use of hand tools and power operated fabrication machinery such as cut-off saws, band saws and drill presses; layout and fabrication of simple metal projects from shop drawings using materials such as angle iron, channel, pipe, flat bar and plate, plus the manual flame cutting and welding of fabricated projects using the shielded metal arc and gas metal arc welding processes.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus, 60 hours Fee: $75.00
January 4 to March 9

Welding Fabrication II

WELD 941

Prerequisites: WELD 922 — Welding I — General and WELD 940 — Metal Fabrication I or equivalent experience.
Builds on the work done in WELD 940 and introduces more advanced fabrication techniques. Topics covered include: a review of WELD 922 and WELD 940; the safe use of fabrication machinery such as the hydraulic press brake, roll former and shears; layout and fabrication of metal projects involving bending and roll forming operations from shop drawings; manual and automatic flame cutting of mild steel; plus shielded metal arc and gas metal arc welding of fabricated projects.
Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00
March 14 to May 18

Ornamental Metalwork I

WELD 944

Prerequisite: WELD 922 — Welding I — General or equivalent experience.
Gives the hobbyist a general understanding of the tools, machines and materials essential to the art of ornamental metalwork. Topics covered include: a review of WELD 922, identifying and selecting materials, fundamentals of design, using hand tools and metal working equipment; methods of twisting, forming and fastening metals, forming scrolls, surface decoration and finishing, and practical shop work involving the fabrication of various ornamental metal projects.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00
January 5 to March 10
March 15 to May 19

Welding Inspection — Introduction

WELD 946

An introduction to weld inspection procedures for those involved in or interested in weld quality control. The course includes an introduction to various welding processes and their use in industry as well as various methods of destructive and nondestructive weld inspection.
Other topics covered include: Qualification tests for welders, Ministry of Consumer and Commercial Relations (MCCR) and Canadian Welding Bureau (CWB) certification procedures, preparing and testing MCCR and CWB test specimens, and interpreting the completed tests, and weld inspection duties. Demonstrations of correct and incorrect welding techniques will be given to illustrate the causes and control of common weld faults.

Mon. 6:30 to 9:30 p.m.
Casa Loma Campus, 40 hours Fee: $50.00
March 15 to April 26

Welding Process Technology & Quality Control

WELD 947

For those involved in or interested in setting up, operating and monitoring semi-automatic and automatic welding and cutting equipment. The processes covered are GMAW, FCAW, GTAW, SAW, ESW and plasma arc cutting. Learn the results of changes in variables such as: wire feed speed, travel speed, amperage and voltage values, gas flow rates, gas types and mixtures; filler wire sizes, types and extension, flux composition, etc. Other topics include: applications of short circuiting, spray and globular transfer modes in GMAW, using manipulators, automatic applications, monitoring equipment to control quality and cost efficiency, and weld quality control through the use of non-destructive (visual) and destructive weld examination methods.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00
March 14 to May 18

Millwright

Mechanical Maintenance — Part II

MILL 900B

Designed specifically for those interested in the basics of power transmissions. Instruction, lectures, demonstrations and assignment s are given in the following subjects: gear types, terminology, speed calculations, simple and compound gear trains, selecting and aligning couplings; types, uses and overriding limites of clutches, balancing, single plane and vibration, vee belts, belt drives, chain drives, identifying and installing plain and anti-friction bearings, considering fits and clearance. Shop assignments involve operating machine tools, fitting bearings and aligning couplings.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus, 60 hours Fee: $75.00
March 15 to May 19

Non-Destructive Testing

The following Non-Destructive Testing courses are offered in cooperation with the NDE Institute of Canada. Classes are from 6:30 to 9:30 p.m. For more information, contact: Mr. G. Betts, 967-1212 ext. 2243.or Mr. W. Kennedy, 487-5415 or Mr. D. Shaw, 766-8233.

Ultrasonics Level I

TEST900

The basics of ultrasonics including the theory of ultrasonic testing and its practical applications. Classroom training for certification is in accordance with the Canadian General Standards Board (48-GP-7M). Topics covered include: testing philosophy, test principles, applications and capabilities of tests, equipment, testing techniques, and calibrating equipment.

Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
42 hours Fee: $225.00
February 3 to May 4

Industrial Radiography Level I

TEST903

Provides radiographers with the formal preparation needed for all phases of the Level I Industrial Radiography examination. It is also of interest to those in supervisory, quality control or affiliated positions who require a knowledge of the fundamentals of radiography. Topics covered include: an introduction to the electromagnetic spectrum; velocity, frequency and wave length of light, generation of x-rays and gamma rays; the mathematics of radiography, including the inverse square law and the law of reciprocity; definition and contrast of radiographic sensitivity, aids to radiographic sensitivity, film types and classes, densitometry, sensitometry, exposure charts, standards, radiation protection and the applicable federal and provincial regulations, safe working conditions, radiographic techniques, and film interpretation.

Tues. 6:30 to 9:30 p.m.
Casa Loma Campus, 48 hours Fee: $275.00
February 2 to May 17

Liquid Penetrant & Magnetic Particle Inspection (LPI/MPI) Levels I and II

TEST907

Covers the theory and practice of liquid penetrant and magnetic particle inspection. The course meets the classroom training requirements for levels I and II certification as stipulated in CGSB standards 48-GP-9M and 48-GP-8M respectively. Topics covered include: principles and methods of liquid penetrant testing, selecting the penetrant test method and equipment, evaluating liquid penetrant indications, principles of magnets and magnetic fields, magnetization by means of electric currents, types of equipment and inspection materials, selecting the proper type of magnetization, principles of demagnetization, type of discontinuities located by magnetic particle testing, indications and interpreting the test results.

Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
48 hours Fee: $300.00
February 4 to May 19

Energy

Low Energy Building Technology

ECT905

Gain practical experience and a thorough understanding of the techniques used to build homes to the R-2000 standard of energy efficiency. This specialized course is available to apprentice and journeyman carpenters and other construction trades who want to meet consumer demands for more energy efficient homes. Topics covered include: heat transfer and moisture movement, air sealing methods, materials and testing, passive solar design, HOTCAN energy use prediction, construction techniques, heating, ventilation, heat recovery, low energy retro-fitting, marketing opportunities and government programs.

Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
60 hours Fee: $75.00
february 9 to April 14

For more information about this course, please call 967-1212, ext. 2481.

Stationary Engineering

The Stationary Engineering courses are divided into modules which cover the material needed to write the ministry examinations for accreditation towards a certificate. However, enrolment in any of these courses does not automatically entitle the student to write the ministry examinations. It is the responsibility of the student to determine eligibility with the Ministry of Colleges and Universities. Additional modules are offered in the winter and spring terms.

Power Plant Applied Science – 1st. Class

STAT911

Course Content: This course covers the following topics: Mathematics (IV); Physics (IV); Thermodynamics (IV).

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus, 45 hours Fee: $56.25
May 31 to July 19

Power Plant Applied Mechanics — 1st Class

STAT916

This course covers Turbines (III).

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
18 hours Fee: $22.50
February 2 to February 18

Power Plant Heating, Refrigeration and Air Conditioning — 1st Class

STAT914

Course Content: This course covers Refrigeration and Air Conditioning (IV).

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
15 hours Fee: $18.75
January 5 to January 19

Power Plant Electrics and Instrumentation – 1st Class

STAT915

Course Content: This course covers the following topics: Electricity (IV); Instrumentation and Controls (IV).

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
30 hours Fee: $37.50
March 1 to March 31

Power Plant Statics and Fluids – 1st Class

STAT917

Course Content: This course covers the following topics: Strength of Materials (I); Fluid Mechanicals (I).

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
27 hours Fee: $33.75
April 12 to May 5

Power Plant Applied Science — 2nd Class

STAT921

Topics covered include: Mathematics (III), Physics (III) and Thermodynamics (III).

Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
39 hours Fee: $48.75
March 28 to May 9

Power Plant Heating, Refrigeration and Air Conditioning — 2nd Class

STAT924

Topics covered include: Air and Gas Compression (III) and Heating, Refrigeration and Air Conditioning (III).

Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
24 hours Fee: $30.00
February 22 to March 16

Power Plant Electricity and Instrumentation — 2nd Class

STAT925

Topics covered include: Electricity (III) and Instrumentation and Controls (III).

Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
27 hours Fee: $33.75
January 11 to February 8

Power Plant Applied Mechanics – 2nd Class

STAT926

Course Content: This course covers Turbines.

Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
27 hours Fee: $33.75
March 28 to April 27

Power Plant Drawing – 2nd Class

STAT927

Course Content: This course covers Blueprint Reading (I).

Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
12 hours Fee: $15.00
May 16 to May 25

Power Plant Applied Science — 3rd Class

STAT931

Topics covered include: Mathematics (II), Physics (II), and Thermodynamics (II).

Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
36 hours Fee: $45.00
April 25 to June 6

Power Plant Heating, Refrigeration and Air Conditioning — 3rd Class

STAT934

Topics covered include: Air and Gas Compression (II) and Heating, Refrigeration and Air Conditioning (II).

Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
30 hours Fee: $37.50
January 4 to February 3

Power Plant Electrics and Instrumentation — 3rd Class

STAT935

Topics covered include: Electricity (II) and Instrumentation and Controls (II).

Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
33 hours Fee: $41.25
February 15 to March 21

Power Plant Applied Mechanics — 3rd Class

STAT936

Topics covered include: Turbines (I) and Internal Combustion Engines (II).

Mon. and Wed. 6 to 9 p.m.
Casa Loma Campus
18 hours Fee: $22.50
March 28 to April 13

Power Plant Boilers and Auxiliaries — 4th Class

STAT943

Topics covered include: Steam Boilers (I), Steam Plant Auxiliary Equipment (I) and Plant Services (I).

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
42 hours Fee: $52.50
January 5 to February 18

Power Plant Heating, Refrigeration and Air Conditioning — 4th Class

STAT944

Topics covered include: Air and Gas Compression (I) and Refrigeration and Air Conditioning (I).

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
24 hours Fee: $30.00
February 23 to March 17

Power Plant Electrics and Instrumentation — 4th Class

STAT945

Topics covered include: Electricity (I) and Instrumentation and Controls (I).

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
30 hours Fee: $37.50
March 22 to April 21

Power Plant Applied Mechanics — 4th Class

STAT946

Topics covered include: Lubrication Theory (I) and Internal Combustion Engines (I).

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus
24 hours Fee: $30.00
April 26 to May 19

Coatings Technology

Chemical Technician — Coating

The following courses are approved and certified jointly by George Brown College and the Toronto Society for Coatings Technology. The courses are designed to be taken separately. Credits may be accumulated towards the Chemical Technician Coatings certificate.
For more information about the Coatings Technology program, call the chairperson, Mathematics and Sciences, 967-1212, ext. 3380.

Organic Coatings

COAT100X

After a general introduction, topics covered include: oils, solvents, pigments, natural and synthetic resins, driers and additives; the formulation, formation and structure of coating films, lacquers, and varnishes, trade sales, solvent-based and water-borne coatings, corrosion and chemical resistance, powder coatings, specialty coatings, inks, surface preparation, and methods of dispersion and application.

Tues. and Thurs. 7 to 10 p.m.
St. James Campus
60 hours Fee: $75.00
February 16 to April 21

Coatings Laboratory

COAT101X

Prerequisite: COAT 101 or equivalent.
Course Content: Quality control of raw materials, preparation and evaluation of lacquers, varnishes, solvent and waterborne coatings, report writing. Enrolment limited.

Mon. and Wed. 7 to 10 p.m.
St. James Campus
60 hours Fee: $75.00
February 15 to April 20

Paint Flow and Pigment Dispersion

COAT206X

Course Content: Viscosity, viscometer, interconversion of viscosity units, factors affecting visocisty, brushing, levelling, sagging, settling. Dispersion of pigments, ball and pebble mill, sand mill, attritor, three-roll mill, high speed disperser. Assessment of pigment dispersion. Mill-base and let down stages.
Thurs. 7 to 10 p.m. St. James Campus
45 hours Fee: $56.25
January 14 to April 21

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Polymer Chemistry

CHEM210X

Definitions, classification of polymers, polymer classification, primary and secondary forces, theory of functionality, molecular weight and its distribution, configurations and conformations of polymer chains, morphology, polymerization conditions, addition-condensation polymerization, copolymerization, degradation and stabilization of polymers, properties of polymers, polymer solutions, solvent-pigment-binder interactions.

Fri. 7 to 10 p.m. St. James Campus
45 hours Fee: $56.25
January 15 to April 22

Resins "C"

COAT205X

A study of the raw materials, manufacturing methods, chemistry, film formation, properties and uses of lacquer and hydrocarbon, phenolic, amino, silicone and water-borne resins.

Tues. 7 to 10 p.m. St. James Campus
45 hours Fee: $56.25
January 12 to April 19

Mathematics of Finance

MATH114X

Prerequisite: Grade 12 or equivalent.
This course covers the following topics: basic arithmetic, basic algebra, ratio and proportion, averages, linear equations, break-even analysis, mark-up, mark-down, simple interest, promissory notes, demand loans, repayment schedules, compound interest and compound discount.

Tues. and Thurs. 7 to 9 p.m.
60 hours Fee: $75.00 St. James Campus
January 12 to April 21

Statistics I

MATH214X

Prerequisite: MATH 114 or equivalent.
This course is designed to introduce the student to: frequency distributions, measures of location, summations, measures of variation, applications, standard deviation, shape and skewness, normal distribution, probabilities, possibilities, binomial distribution and variance.

Mon. and Wed. 7 to 9 p.m.
St. James Campus
60 hours Fee: $75.00
January 11 to April 20

Mathematics for Technician Program

MATH241X

Prerequisite: MATH 142 or 100X or equivalent.
This course covers the following topics: derivative of trigonometric, logarithmic, and exponential functions, applications of integration; areas and volumes of revolution; methods of integration; logarithmic and exponential forms; trigonometric and inverse trigonometric forms; integration by parts; trigonometric substitution; and tables series expansion; MacLaurin, Taylor & Fourier Series applications.

Tues. and Thurs. 5 to 7 p.m.
St. James Campus
60 hours Fee: $75.00
January 12 to April 21

Electro-Mechanical

Certificate in Digital and Microprocessor Techniques

The Electro-Mechanical Department is offering a part-time certificate program in Digital and Microprocessor Techniques. The program comprises six compulsory courses and three electives and is designed for those who wish to acquire a working knowledge of microprocessors. It is of particular interest to electronics technicians. However, anyone holding a Secondary School Graduation Diploma with grade 12 Math and English (or equivalent) with a background in basic electronics and transistors can register.
Students are expected to complete the program in three years. Students may apply for credits for program subjects taken at George Brown College or other institutions. For students proceeding to a certificate, the College grading system will apply.

Interviews
Students enrolling in the program initially and seeking exemptions must be interviewed by the Electronics Department at St. James Campus, 200 King St. E.

WINTER 1988
Wednesday, Jan. 6, 6 to 8 p.m.
Wednesday, Jan. 13, 6 to 8 p.m.
Students who are unable to attend on the above-mentioned dates due to extenuating circumstances, may request an interview to be held during the following time:
WINTER 1988

Jan. 4 to Jan. 8, 2 to 3 p.m.
To make an appointment, please call 967-1212, ext. 3340.

Optional Lab Fees
In some courses, it may be beneficial for the student to borrow the College training kit for in-home practice for the duration of the course. In this case, an optional lab fee of $150.00 is charged and will be refunded less a user fee of $ 30.00 if the kit is returned in working condition.

Total number of Courses:
6 Compulsory; 3 Electives

Compulsory Courses:
ELTC 925 – Digital Principles
ELTC 926 – Digital Principles Advanced
ELTC 927 – Troubleshooting Digital Circuits
ELTC 928 – Introduction to Microprocessors and Microcomputers
ELTC 929 – Principles of Microcomputer Interfacing
ELTC 930 – Troubleshooting Microprocessor-based Systems

Elective Courses:
ELTC 931 – Interfacing Techniques Advanced
ELTC 932 – Microcomputer Systems Software
ELTC 933 – Microcomputers in the Analogue World
ELTC 934 – Microcomputers and Process Control
ELTC 935 – Microcomputers in Industrial Control
ELTC 936 – Microcomputers and Data Communication

The electives are offered at the discretion of the Electronics Department.

Digital Principles

ELTC925

Prerequisite: Basic Electronics and Transistor Theory.
Theory is reinforced through practical laboratory experiments. Topics covered include: binary systems and codes, gates, flip flops, counters, serial and parallel registers, encoders and decoders.
Equivalents: ELTC 906 and ELTC 920.

Mon. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
January 11 to March 14

Digital Principles (Advanced)

ELTC926

Prerequisite: ELTC 925 — Digital Principles.
Theory is reinforced through practical laboratory experiments. Topics covered include: wired or open collector, tri-state logic, multiplexing, demultiplexing, digital comparators, adders, memory circuits, MSI and LSI, programmable logic and gate arrays.
Equivalent: ELTC 920.

Wed. 6:30 to 9:30 p.m., St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
January 13 to March 16

Troubleshooting Digital Circuits

ELTC927

Prerequisites: ELTC 925 — Digital Principles and ELTC 926 — Digital Principles (Advanced).
Theory is reinforced through practical laboratory experiments and troubleshooting exercises on digital systems. Topics covered include: manufacturers' specifications for TTL, CMOS and ECL, the use of logic probes, current probes, and oscilloscopes.

Tues. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
January 12 to March 15

Introduction to Microprocessors and Microcomputers

ELTC928

Prerequisites: ELTC 926 — Digital Principles (Advanced).
Theory is reinforced through practical laboratory experiments. Topics covered include: microprocessor architecture, machine language programming, instruction sets, addressing modes, and I/O programming, all based on the MC6800 MPU. For an optional lab fee deposit of $150.00, students can have a MPU trainer for use at home for the duration of the course. A refund of $120.00 is given if the trainer is returned in working order.
Equivalents: ELTC 906A, ELTC 917, ELTC 921. Certification program.

Tues. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
January 12 to March 15

Principles of Microcomputer Interfacing

ELTC929

Prerequisite: ELTC 928 — Introduction to Microprocessors and Microcomputers.
Theory is reinforced through practical laboratory experiments. Topics covered include: components and tasks of an interface, programmed I/O, principles of program interrupt, display multiplexing, keyboard scanning, writing a simple monitor program, and ASC II keyboards.
Equivalent: ELTC 918.

Wed. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
January 13 to March 16

Troubleshooting Microprocessor-based Systems

ELTC930

Prerequisites: ELTC 927 — Troubleshooting Digital Circuits and ELTC 929 — Principles of Microcomputer Interfacing.
Includes practical troubleshooting exercises on the lab microcomputers. Other topics covered include: static testing techniques with the processor halted, dynamic testing techniques with the processor running, in-circuit emulation, logic analyzers, and signature analysis.
Equivalent: None.

Wed. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
January 13 to March 16

Interfacing Techniques (Advanced)

ELTC931

Prerequisite: ELTC 929 — Principles of Microcomputer Interfacing.
Theory is reinforced through practical laboratory experiments. Topics covered include: interfacing for video terminals, cassette tape, floppy disks and printers, and interface standards.

Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
January 13 to March 16

Microcomputer Systems Software

ELTC 932

Prerequisite: ELTC 931 — Interfacing Techniques (Advanced).
Theory is reinforced through practical laboratory experiments. Topics covered include: the CP/M operating system, built-in functions, utility and application programs, use of the assembler and editor, program debugging using DDT, communicating with peripheral devices, printers, disk drives, batch processing, Supercalc, and an overview of the MS DOS and Apple DOS operating systems.

Thurs. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
January 14 to March 17

Microcomputers and Process Control

ELTC 934

Prerequisite: ELTC 933 — Microcomputers in the Analogue World.
Theory is reinforced through practical laboratory experiments.
Topics covered include: feedback control principles, on/off proportional, proportional plus reset, proportional plus rate, programmable controllers, and transducers.
Equivalent: None.

Thurs. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
January 14 to March 17

Microcomputers and Data Communications

ELTC 936

Prerequisite: ELTC 929 — Principles of Microcomputer Interfacing.
Topics covered include: principles of data communication, base band system principles, digital modulation, ASK, FSK, PSK, error control coding, and local area network service (LANS).

Tues. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
January 12 to March 15

Electronics

Electronic Fundamentals and Instrumentation Applications (Part I)

ELTC 939

Prerequisite: Ontario grade 10 or equivalent, with level 4 in Mathematics and English.
Topics covered include: energy, electricity, resistors and conductors, cells and batteries, voltage, current and resistance, Ohm's Law, electric power, D.C. circuits, Kirchoff's Law, capacitors, electromagnets, inductors and induction, Lenz's Law, A.C. source, vectors, reactance, impedance, resonance, A.C. power, electric meters, transformers, resonant circuits, A.C. circuits, the wheatstone bridge, potentiometric circuits, thermo-electricity, transducers, strain gauges, variable inductors, variable reluctance, variable capacitance, linear variable transformers, current to air and voltage to air transducers.

Mon. and Wed. 6:30 to 9:30 p.m.
St. James Campus
84 hours Fee: $105.00 Materials $20.00
Laboratory Fee: $20.00
January 11 to April 18

Electronic Fundamentals (Part II)

ELTC 901

Prerequisite: ELTC 939 — Electronic Fundamentals and Instrumentation Applications (Part I).
Topics covered include: transducers, vacuum tube operation, basic power supplies, electronic meters, cathode ray tubes, oscilloscopes, power transfer, impedance matching, atomic structure of semi-conductors, diode junction, avalanche and Zener breakdown, junction transistors, transistor amplifier coupling methods, power amplifiers, transistor oscillators, plus FET and UJT semiconductor data sheets.

Tues. and Thurs. 6:30 to 9:30 p.m.
St. James Campus
60 hours Fee: $75.00 Material Fee: $20.00
Laboratory Fee: $20.00
January 12 to March 17

Video Tape Records Theory and Maintenance

ELTC 912

Prerequisite: Fundamental knowledge of television theory.
A discussion of the principles of video tape recorders (VTR) and video cassette recorders (VCR), including their basic requirements and limitations to conform to television standards. Other topics covered include: block diagrams and circuit analysis of the modulation channel, demodulation channel, colour signal recording principles; the servo operations of the head drum and capstan in normal, slow motion and freeze modes, control section functions, transport mechanism, principles of adjustment and operation, time base correction (TBC), editing and time code applications, types and characteristics of magnetic tape, maintenance procedures, performance specifications and evaluation testing.

Mon. 6:30 to 9:30 p.m.
St. James Campus
60 hours Fee: $75.00 Material Fee: $10.00
October 5 to February 29

VTR/VCR Theory and Practices (Advanced)

ELTC 938

Prerequisite: ELTC 912 — VTR/VCR Theory and Maintenance.
After a review of video tape recording formats, topics covered include: standards, processing signals, analyzing recording and playback channels, using comb filters, noise reduction and video enhancement techniques, analogue and digital servo controls, applications of time base correction (TBC), time code longitudinal and vertical interval (VIT) recordings, the principles of editing video tape, subcarrier to horizontal timing (SCH) and frame selection.

Tues. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
January 12 to March 15

Satellite Communications

ELTC 937

Prerequisite: Basic knowledge of communications and/or industrial background in telecommunications.
Detailed comparisons and information packages on existing satellite systems including practical tips on installing, testing and aligning your system. Other topics include: home satellite reception, teleconferencing and multiple block data reception, limitations of installations, fault finding systems, troubleshooting equipment and procedures, and the theoretical background of systems components and signal flow.

Wed. 6:30 to 9:30 p.m.,
St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
January 13 to March 16

Cable Television

Cable TV Practice (Basic)

ELTC 913A

Prerequisite: Recommendation of the employer in an associated field.
Topics covered include: an introduction to T.V. sync and composite signals, black and white and colour, modulation channel allocation, antennae, cable distribution, antenna site location, system layout, amplifiers, splitter, tap offs, drops, coaxial cable characteristics, DB, VSWR, losses and reflection, tube and transistorized, wideband, single channel, main line, distribution and extender, line construction, clearance, safety, handling slices, installation of amplifiers and passive devices, customer relations, fault finding and interference.

Mon. 7 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $20.00
January 11 to May 23

Cable TV Practice (Advanced)

ELTC 914

Prerequisite: ELTC 913A — Cable TV Practice (Basic).
Topics covered include: review of basic C.A.T.V. noise and distortion in amplifiers, signal leakage, troubleshooting, diagnosing problems, signal level meter operation and theory, sweeping cable systems, grounding, pay T.V., satellite distribution, C.A.T.V. interface, scrambling techniques, and basic system design theory.

Thurs. 7 to 10 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $25.00
January 14 to March 17

Driver Training

Professional Driver Improvement Course

TRAN 905

Techniques and strategies for commercial straight truck and tractor trailer drivers to assist them in preventing collisions. This series of lectures is designed for professionals in the transportation, education and safety fields.

100 Cherry St.
8 hours Fee: $40.00
Dates: Continuous. Call 967-1212, ext. 3206.

Dual Air Brake System

TRAN 906

Provides transport drivers with a working knowledge of a dual air brake system. This course is useful for the proposed mandatory air brake endorsement introduced to all holders of Ontario Classified Drivers Licences.
The following topics are covered in the eight sessions:
Braking Systems
– Introduction, Part I — Single Air
– Air Brake System, Part II — Dual Air
– Air Brake System, Part III — Troubleshooting
100 Cherry St.
10 hours Fee: $60.00
Dates: Continuous. Call 967-1212, ext. 3206.

Driver Instructor Education Course

This course is conducted in accordance with the regulations established by the Ministry of Transportation and Communications which govern the licensing of driving instructors. Prerequisite: Applicants must first receive authorization from a Ministry of Transportation and Communication Driver Examination Centre.

130 Hours (90 classroom hours, 40 in-car hours)
Fee: $795.00
Evening Course/Day Course
Tues. and Thurs., *January 12 to April 28*
For more information please contact the Industrial Training Division at 962-1212, ext. 3219

Tractor Trailer Training

TRAN 900

Prerequisite: Ontario "D" Licence, heavy straight truck experience.
Trains the student to operate tractor trailer units with multi-range transmissions under varying load conditions. Hands-on experience with various tractor trailer units is included. Other topics discussed are: vehicle inspection, air brakes, coupling and uncoupling the tractor trailer combination, backing manoeuvres and driving in light and heavy traffic.

Sat. 8 a.m. to 6 p.m. 100 Cherry Street
60 hours Fee: $1244.00 Ministry of Transportation and Communications Testing Fee $100.00
For dates, call 967-1212, ext. 3206.

Air Brake Instructors Course

TRAN 800

Prerequisite: Basic knowledge of air brake system.
This course covers preparation for instruction, objectives, timetables, and a complete review of the air brake system as required by Canadian Motor Vehicle Safety Standards 121. This course includes practical demonstrations given on a single and dual air brake board.

Mon. through Fri. 8 a.m. to noon
100 Cherry Street
20 hours Fee: $208.00
For dates, call 967-1212, ext. 3206.

Classified Driver Improvement Program

TRAN 801

Prerequisite: Commercial driver.
This course covers the following topics: defensive driving, occupational health and safety, first aid, and dangerous goods. This course is designed to introduce the commercial driver to the legal responsibilities they have as the operators of a transport vehicle and driving strategies and techniques designed to assist in preventing collisions.

Mon., Tues. and Wed. 6 to 10 p.m.
100 Cherry Street
12 hours Fee: $60.00 Material Fee: $25.00
Dates: Continuous. Call 967-1212, ext. 3206

Transport Driver Training Course

TRAN 802

Prerequisite: Classified licence holder.
This course covers the following topics: orientation; professional standards; and documentation in truck transportation. The course is designed to introduce the student to the importance of driver documentation.

Tues., Wed. and Thurs. 6 to 10 p.m.
100 Cherry Street
12 hours Fee: $60.00
Dates: Continuous. Call 967-1212, ext. 3206

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Health Sciences

Post Diploma Nursing Certificates

Women's College Hospital & George Brown College announce development of a collaborative program for Childbirth Educators

This Program is of interest to people who have completed post-secondary education and have a demonstrated interest in childbirth education and adult education. Its comprehensive approach to training is aimed at developing skills, knowledge and increased awareness of the childbirth and parenting experience.

Entrance requirements include:
–evidence of post-secondary training
–attendance at an interview/information session
–a résumé

***For more information,* please call Jackie Salmona at 967-1212, ext. 4229.**

R.N. Critical Care Nursing

NU 400

Nightingale Campus
Prerequisite: Current Certificate of Competence, College of Nurses of Ontario or, if from out-of-province, eligibility for registration in Ontario; current nursing experience in an active treatment centre; Basic Rescuer (Heart & Stroke Foundation); medical; attendance at an information/selection session.
The goal of this program is to prepare registered nurses to give competent care to critically ill individuals and their families. The program is organized in two phases, each consisting of a theory and a clinical component. In Phase I, the focus is on learning core concepts of critical care nursing through a study of the stable, critically ill individual. In Phase II, a case study format is used to build upon the core concepts and focus upon the unstable, critically ill individual suffering from complex, multisystem problems.
Students will normally complete Phase I in two semesters and then return for Phase II the following academic year. Students who have been working in an I.C.U. setting for at least one year are eligible to apply for exemption from Phase II Clinical (CCN 404).
Theory includes:
– advanced anatomy and physiology of the vital systems (i.e., cardiovascular, respiratory, renal, nervous and endocrine)
– pathology of selected diseases including medical assessment and management
– systematic nursing assessment of all body systems
– use of nursing process in the critical care setting
– relevant medical-moral issues
– legal aspects of critical care nursing
– ways to promote communication and group process and prevent stress and burn-out

Clinical practice is arranged in one of the downtown Toronto hospitals. This program is also offered full-time in September and February. For more information call Nazlin Allidina at 967-1212, ext. 4231.

Phase I
Fall Schedule

Theory (Nightingale Campus)
Wednesdays, 8 a.m. to 3 p.m.
September 14 to November 16, 1988

Clinical (Hospital to be posted)
Monday – Friday, 7:30 a.m. to 3:30 p.m.
T.B.A.

Winter Schedule

Theory (Nightingale Campus)
Wednesdays, 8 a.m. to 3 p.m.
January 11 to March 14, 1989

Clinical (Hospital to be posted)
Monday – Friday, 7:30 a.m. to 3:30 p.m.
March 20 to March 31, 1989

NOTE: PHASE I courses are taught as an integrated program and students are therefore asked **to register for all four courses at the same time.**

Critical Care Nursing: Theory and Labs — General

CCN 400

Corequisites: CCN 401X, HUMN 402X, CCN 402X.
Provides the basic theory and skills needed by a registered nurse caring for a critically ill patient. A holistic approach is used emphasizing interventions and their effects on related systems.
Other topics covered include: stress, biodynamics and the nursing process.

Wed. 8:00 a.m. to 3:00 p.m. Nightingale Campus
50 hours Fee: $62.50
Fall, 1988

Critical Care Nursing: Pathotherapeutics

CCN 401X

Corequisites: CCN 400X, HUMN 402X, CCN 402X.
An examination of the core concepts of biodynamics, stress, adaptation and deviation as they relate to the vital systems. Relevant anatomy, physiology, pathophysiology are taught, as well as assessment, diagnostic and therapeutic methods.

Wed. 8:00 a.m. to 3:00 p.m. Nightingale Campus
45 hours Fee: $56.25
Fall, 1988

Nursing Issues and Values

HUMN 402X

Corequisites: CCN 400X, CCN 401X, CCN 402X.
A practical course in understanding and dealing with people. Learn communication techniques, listening skills, non-verbal cues and assertiveness and practice these skills in class. The section on value systems involves the study of ethical and moral issues in nursing today. Relevant laws and the issues of truth, confidentiality and consent are also discussed.

Wed. 8:00 a.m. to 3:00 p.m. Nightingale Campus
10 hours Fee: $12.50
Fall, 1988

Critical Care Nursing: Practicum — General

CCN 402X

Corequisites: CCN 400X, CCN 401X, HUMN 402X.
A clinical application of the theory and skills acquired in Critical Care Nursing: Theory and Labs. Supervised care is given to selected patients whose condition is relatively stable.

Monday to Friday; Hospital as posted
105 hours Fee: $131.25
Winter, 1989

Phase II
Critical Care Nursing: Theory — Advanced

CCN 403X

Through case studies and work in the clinical laboratory, the registered nurse develops the knowledge and skills to care for the unstable critically ill patient with multisystem problems in a sophisticated critical care setting. Specific topics include: a more in-depth study of the core concepts, analysis of relevant case studies, pathophysiology, assessment, medical and nursing interventions, principles of leadership and the opportunity to develop teaching skills. Time is provided for independent study.

Tuesday 8 a.m. to 3 p.m.
Nightingale Campus
100 hours Fee: $125.00
Fall, 1988

Critical Care Nursing: Practicum — Advanced

CCN 404X

Enrolment is limited to 10 so please register early.
Prerequisites: Successful completion of all Phase I courses and CCN 403.
The clinical application of the theory and skills acquired in Critical Care Nursing: Theory — Advanced. Care is given to patients who are critically ill with multisystem problems and who require sophisticated assessment and supportive tools.

Monday to Friday; Hospital as posted
105 hours Fee: $131.25
Winter, 1989

Refresher/Upgrading Nursing Program

NU 410

The Refresher/Upgrading Nursing Program is designed to provide graduate nurses with the skills and knowledge necessary to facilitate a return to active practice.
The program is comprised of required and elective courses. The required courses include:
– Review of Basics
– Medical-Surgical Nursing Theory
– Medical-Surgical Nursing Clinical
Upon successful completion of the required courses, students continue on in the electives. These include:
– Pediatric Nursing (theory and clinical)
– Psychiatric Nursing (theory and clinical)
– Obstetrical Nursing (theory and clinical)
Admission requirements vary depending upon an applicant's reasons for entering the program:
–registered nurses wishing to return to active practice must hold a current Ontario Certificate of Competence and include a photocopy of this certificate with their application.
–out-of-province or out-of-country graduates must obtain a ruling on their standing from the College of Nurses of Ontario, and include a copy of this ruling with their application.
– non-registered Ontario graduates preparing to rewrite the C.N.A.T.S. examinations must be referred by the College of Nurses and include a copy of the letter of referral with their application.
–attendance at an information/selection session.
–a completed medical.
The program is offered on both a full-time and a part-time basis. The full-time program begins each September, December and March, and normally takes a full calendar year to complete.
The part-time program begins every January. Theory classes are held one day a week, and clinical placements are arranged in consultation with the program coordinator. It normally takes about two years to complete the entire part-time program.
Students admitted to the part-time program are required to register in January for both Review of Basics (RBN 410X) and Medical Surgical Theory (MSN 420X).

RBN 410X — 120 hours Fee: $150.00
MSN 420X — 60 hours Fee: $75.00
Thurs. 9 a.m. to 4 p.m.
Nightingale Campus
January 14 to June 24

Fees for the Medical-Surgical Clinical course (MSN 410X) are $150.00. Placement dates will be arranged individually with each student.
For additional information, please contact Jackie Salmona at (416) 967-1212, Ext. 4229.

R.N. Perinatal Intensive Care Nursing

NU 406

Prerequisites: Current certificate of competence, College of Nurses of Ontario; out-of-province students must be eligible for registration in Ontario; current nursing experience in the area of perinatology (i.e. obstetrics, nursery, NC.U.) is an advantage, Basic Rescuer (Heart & Stroke Foundation), medical; attendance at an information/selection session.
This program trains the registered nurse to provide comprehensive care to critically ill newborns in an intensive care setting and to provide support to their families.
Theory includes:
– current concepts of perinatal nursing and high risk pregnancy
– care required prior to and during transportation of the newborn
–intervention available to critically ill infants with specific neonatal problems (genetic, congenital, respiratory)
–emotional care to the family of the high risk newborn and to the health care provider
Practicum includes:
– participant observation in high risk labour and delivery and antepartum units
– total care of the critically ill newborn including assisted ventilatory care
– use of advanced monitoring and diagnostic equipment
– operating room observation with pre- and post-op care
– blood sampling and intravenous insertion experience
– participation with the transport team
– laboratory and x-ray interpretation
– care of the family of the critically ill infant
Clinical practice with critically ill neonates is given in the Neonatal Intensive Care Unit at The Hospital for Sick Children.
A certificate is awarded upon successful completion of all four courses.
The program is also offered on a full-time basis, starting in September. For more information and interview dates, call Heather Urquhart at 967-1212, ext. 4236.

Perinatal Nursing Theory

PER 400X

This course provides a basic introduction to the field of perinatal and neonatal nursing. Perinatal Nursing Theory is designed to cover: management of high risk pregnancies; embryology; transition to extrauterine life; neonatal resuscitation; neonatal physiology, and legal and ethical issues.

R.N. Rehabilitation Nursing

Prerequisites: Current certificate of competence, College of Nurses of Ontario, and one year of nursing experience.
This two-part program is designed to provide the R.N. with the basic skills and knowledge needed to care for physically disabled individuals or those with long-term health care needs.

Rehabilitation Nursing: Theory

REHN 401

Provides the basic theoretical knowledge needed by the R.N. to work with physically disabled individuals or those with long-term health care needs. Students develop a personal philosophy of rehabilitation, and identify and apply the principles of adult learning and change theory. Other topics include: the assessment of common physical and psychosocial needs of the long-term patient, the application of the principles of rehabilitation nursing to neurology, long-term illness, orthopaedics and opthalmology is stressed.

Wed. 6 to 9 p.m. Nightingale Campus
60 hours Fee: $75.00
January 6 to May 18

Rehabilitation Nursing: Practicum

REHN 400

An opportunity for the R.N. to apply theory and gain practical clinical experience caring for physically disabled individuals or those with long-term health care needs.

60 hours Fee: $75.00
Spring 1988
Dates and Placement to be arranged in consultation with the Program Co-ordinator

Thurs. 9 a.m. to 4 p.m.
Nightingale Campus
105 hours Fee: $131.25
Fall, 1988

Perinatal Nursing: Clinical

PER 401X

This course involves observation in labour and delivery and antepartum units and provides an opportunity to consolidate the knowledge acquired in the perinatal theory course.
The second part of the clinical experience provides an opportunity for students to work with stable, ill infants. Practice will focus on such things as: newborn physical assessment; use of monitoring equipment; nutritional and fluid management; oxygen therapy; interpretation of iron values; blood sampling; and working with families of neonates.

Mon. to Fri. (Shifts T.B.A.)
Nightingale Campus
105 hours Fee: $131.25
January 25 to February 26

Neonatal Intensive Care Nursing: Theory

PER 402X

This course covers management of the unstable, critically ill neonate. Course content focuses on comprehensive nursing management; neonatal transportation; surgery of the newborn; congenital defects; perinatal genetics; respiratory problems; ventilation techniques; x-ray interpretation; follow-up care; care of the chronically ill neonate, and bereavement.

Thurs. 9 a.m. to 4 p.m.
Nightingale Campus, 75 hours Fee: $93.75
March 3 to May 26

Neonatal Intensive Care Nursing: Clinical

PER 403X

This course provides clinical practice in an NC.U. Students work with unstable, critically ill neonates and care for infants whose presenting problems include congenital anomalies. Students also give care to infants requiring mechanical ventilation, develop advanced assessment skills, assist with diagnostic and treatment measures, and have neonatal transport experience.

Mon. to Fri. (Shifts T.B.A.)
Nightingale Campus, 105 hours Fee: $131.25
May 30 to June 24

R.N. Operating Room Nurse

NU 401

Prerequisites: As for R.N. Critical Care Nursing.
This program prepares R.N.s to function competently as team members in an operating room.
The program is organized in three phases. Phase I consists of six weeks of theory and labs including:
– relevant anatomy and physiology
– principles of asepsis
– duties of scrub and circulating nurses
– intensive study of surgical interventions, their indications and complications.

Phase II is an 8 week practicum. During this time, the student rotates through several services, including: general surgery, gynecology, urology, E.N.T., orthopaedics, plastics, opthalmology, and observes in neurosurgery and cardiovascular surgery. Clinical practice is arranged in one of the downtown Toronto hospitals.

Phase III focuses on consolidation and introduces organizational behaviour to prepare nurses to function as first level supervisors. Topics covered include: management theory based on a behavioural human relations framework, and an exploration of research methodology.
A certificate is awarded upon successful completion of all courses.
This program is normally offered full-time in September and February. It may be offered part-time, based upon demand. For more information please call Virginia Pollock at 967-1212, ext. 4231.

Family Practice Nursing

Family Practice Nursing

NURS 948

Designed to broaden the knowledge of R.N.s working in family practice settings. Classes in the first half of the course cover such topics as: interviewing, taking a history, telephone assessment skills, drugs commonly used in family practice, nutrition update, and basic diagnostic imaging procedures. The second half of the course deals with the theory and process of health education and includes seminars related to health maintenance.

Thurs. 6:30 to 8:30 p.m.
Nightingale Campus, 24 hours Fee: $30.00
April 7 to June 23

Added Skills

R.N. Nursing Skills in Footcare

NURS 949

Prerequisite: Current certificate of competence as an R.N. in Ontario or proof of eligibility for registration.
Students are taught basic and more advanced nursing skills in footcare by a team comprised of an R.N. and a chiropodist. Course content reflects the College of Nurses of Ontario's March 1985 guidelines as detailed in "The Role of the Registered Nurse and Registered Nursing Assistant in Footcare." The nursing process (assessing, planning, implementing and evaluating) is used as a framework for study.

To arrange for an on-site course (minimum enrolment 10 people), please call Evon Soong at 967-1212, ext. 4224.

R.N. Occupational Health Nursing

The Collaborative Community College Program for Occupational Health Nurses

NU 408

Prerequisites: Current Ontario certificate of competence and one year of accumulated experience in nursing within the last five years. Preference is given to nurses currently employed in occupational health nursing. For more information call Jackie Salmona at 967-1212 ext. 4229.
This academic year, George Brown College is scheduled to offer one of the ten courses in this program.

Statistics

NURS 928

Course Content: This course stresses utilization of the research process. Emphasis is on practical rather than theoretical considerations. Content centres around basic statistics which can be used to interpret and discuss the validity of statistical studies and/or to carry out basic statistical research in the occupational health field.

Tues. 6 to 9 p.m. Nightingale Campus
30 hours Fee: $37.50
January 19 to March 22

Body Systems Update: Conditions, Tests, Procedure

NURS 951

Prerequisite: R.N.
This course is designed to provide the Registered Nurse with a comprehensive review of the body's major systems: Cardiovascular, Respiratory, Renal, Endocrine and Neurological. Course content includes:
– Review of Anatomy and Physiology of above systems
– Fluids and Electrolytes
– Arterial blood gases
– Management of patients with the following conditions: diabetic and nonketotic hyperosmolar coma, hypercalcemia, myocardial infarction, tracheostomies, airways, fluid and electrolyte imbalances
– Interpretation of arterial blood gases, CBC, PT, PTT, electrolytes
– Nursing care of patients undergoing diagnostic tests such as CT scans, lung scans, magnetic resonance imaging, angiograms
– Discussion of Hickman and Porto Cath lines.
Tues. 6 to 9 p.m. Nightingale Campus
36 hours Fee: $45.00
April 5 to June 21

Physical Assessment Series

Physical Assessment

NURS 931

Prerequisite: Current certificate of competence, College of Nurses of Ontario. Assists the R.N. in developing basic skills in the physical assessment of adults. The course uses a systems approach to physical examination and looks at patient care from a problem-solving approach. Recognition of the range of normal findings is emphasized with some discussion of common abnormalities and a review of taking histories and recording. Lectures are augmented by demonstrations of techniques, and each class includes a practice session in which every student is expected to participate. In-depth review of relevant anatomy and physiology is the student's responsibility.

Tues. 6:30 to 9:30 p.m.
Nightingale Campus
36 hours Fee: $45.00

Cardiac Monitoring

Certificate in Cardiac Monitoring

The purpose of this 2-part certificate is to provide members of the health care team with the skills and knowledge necessary to analyse and interpret arrhythmias and 12-lead electrocardiograms.

Part I
Interpretation of Arrhythmias

NURS 953

RN or permission from the instructor.
This course is designed to provide knowledge and skill in the interpretation of arrhythmias. Course content includes: introductory principles; vectors; anatomy and electrophysiology of the heart and conduction system; autonomic nervous system; cardiac electrophysiology; systematic analysis for basic and advanced rhythm strips; cardiac arrests; heart blocks; drug therapy; pacemakers and bedside monitoring

Tues. 6 to 9 p.m. Nightingale Campus
36 hours Fee: $45.00
Fall, 1988

Part II
12-Lead ECG: Analysis and Interpretation

NURS 933

Prerequisites: Registered nurse, a recent basic course in arrhythmias and/or recent experience in working with cardiac monitors.
An advanced course in the analysis and interpretation of normal and selected abnormal 12-lead electrocardiograms. Topics include: a study of the heart and its electrical activity, myocardial ischemia and infarction, ventricular hypertrophy and atrial enlargement, pericarditis, pericardial effusion, intraventricular conduction defects, abberancy, myocardial aneurysm, electrolyte abnormalities and drugs. The course includes practical work, quizzes and a final exam.

Tues. 6 to 9 p.m. Nightingale Campus
36 hours Fee: $45.00
February 2 to April 19

Pharmacology for Registered Nurses

PHAR 900

Allows registered nurses to update their knowledge of pharmacology. After a review of the basics of pharmacology, the topics covered include: sources of information about drugs, classification of drugs into groups, a study of the groups according to their effect/action, uses, side and toxic effects, and the implications for administering the drug. Material is presented through lectures, discussions and individual study.

Mon. 6 to 9 p.m. Nightingale Campus
45 hours Fee: $56.25
January 11 to April 18

R.N. Examination Review

NURS 927

Assists graduate nurses in preparing to write the nurse registration examinations in Ontario. In a seminar format, students review the most frequently encountered nursing situations in medical, surgical, maternity, pediatric and psychiatric nursing. Students are given guidelines on how to write multiple choice examinations and get practice writing comprehensive tests similar to the provincial registration examinations.

Mon. and Thurs. 6 to 9 p.m.
Nightingale Campus
54 hours Fee: $67.50
March 24 to May 26

Registered Nursing Assistants

R.N.A.: Nursing Skills in Footcare

NURS 950

Prerequisite: Current certificate of competence as an R.N.A. in Ontario or proof of eligibility for registration.
R.N.A.s are taught basic and more advanced nursing skills in footcare. Topics include: the normal foot, common foot problems, setting appropriate footcare goals, and providing care within the scope of practice of R.N.A.s. The course is designed to meet the College of Nurses of Ontario's requirements for R.N.A. skills in footcare.
To arrange a course on-site at your institution (minimum enrolment 10), please call Evon Soong at 967-1212, ext. 4224.

R.N.A.: Physical Assessment

NURS 952

Prerequisite: Current certificate of competence as an R.N.A. in Ontario.
This course assists R.N.A.s in developing basic physical assessment skills with adult patients. The course covers recognition of the range of normal findings with some discussion of common abnormalities. Prior to class, R.N.A.s are expected to have reviewed basic anatomy and physiology. Classes include history-taking, recording, and a systems approach to physical examination. Practical sessions are included.

Mon. 6 to 9 p.m. Nightingale Campus
30 hours Fee: $37.50
January 11 to March 14

R.N.A.: Administration of Medications

NURS 404

Enables registered nursing assistants to meet the minimum level of competence in the administration of medications as outlined in the April 1983 Standards of Nursing Practice for Registered Nurses and Registered Nursing Assistants. Discussion of the theory involved includes: control, types and uses of medications, actions and effects of medications, drug classification, preparation and methods of administration, and reporting, recording and transcribing a physician's written order for medications. Practical experience in a clinical setting includes: self-study, the use of independent learning packages, testing and participant observation.
Wed. 5:30 to 9 p.m.
Nightingale Campus, 52 hours Fee: $65.00
January 13 to April 20

R.N.A.: Surgical Aseptic Procedures

NURS 945

Prerequisite: Current Ontario certificate of competence as a registered nursing assistant or proof of eligibility.
Enables registered nursing assistants with a variety of nursing experiences to meet the minimum level of competence in surgical asepsis as outlined in the April 1983 Standards of Nursing Practice for Registered Nurses and Nursing Assistants. The 20 hours of theory include: the basic elements of microbiology, body defence mechanisms, the principles of surgical asepsis and their application, patient teaching, and appropriate reporting and recording. Sixteen hours of simulated practice increase competence in surgical asepsis procedures and related activities. Independent learning packages are used to help master psychomotor skills.

Thurs. 5:30 to 8:30 p.m.;
Nightingale Campus, 36 hours Fee: $45.00
January 14 to March 31

Infant and Child CPR

CPR 905

In collaboration with
The Poison Information Centre, Hospital for Sick Children
Children and accidents seem to go together. That's why we offer courses in Infant/Child CPR.
Learn:
– CPR techniques for infants and children
– child safety
– poison prevention
– how to child-proof your environment
– ways to use community emergency resources
– and more!

Mon. 6:30 p.m.
Fee: $20.00
January 18 or 25
February 1, 15, 22 or 29
March 14, 21 or 28

Courses can be run in your home or organization (minimum enrolment 10 people). For more information please call Evon Soong at 9671212, ext. 4224.

Students wishing to pick up course materials prior to course start dates may do so by showing proof of registration. Course materials may be picked up at Nightingale Campus, Room 348, between 8:00 a.m. and 4:30 p.m.

First Aid

First Aid

HEAL 102X

Provides students with knowledge and skills in standard first aid procedures according to the guidelines established by the Canadian Red Cross Society.

Thurs. 5:15 to 9 p.m. Nightingale Campus
15 hours Fee: $18.75 Materials: $10.00
January 7 to January 28
February 4 to February 25
March 3 to March 24
March 31 to April 21
April 28 to May 19

George Brown College Cardiopulmonary Resuscitation Centre

Heart attack, drowning, electrocution and suffocation are all life-threatening emergencies requiring immediate action.
Are you prepared?
We offer a series of C.P.R. courses designed to meet community needs:
– Heartsaver — 4 hour course for the general public
– Infant/Child — 4 hour course for people caring for young children
– Neonatal Resuscitation — 15 hour course for infant care professionals
– Basic cardiac life support (C.P.R. Basic Rescuer) — 12 hour course for health care professionals
– Basic cardiac life support recertification (C.P.R. Basic Rescuer Recertification) — 10 hour course
– Instructor training — 15 hour course to train C.P.R. instructors.
Courses can be arranged to meet specific needs of institutions, organizations, and/or community groups.
For more information, please contact Evon Soong at 967-1212, ext. 4224.

Cardiopulmonary Resuscitation Basic Rescuer

CPR 902

Basic cardiac life support (BCLS) is a first aid procedure performed by trained professionals. It is a component of Emergency Cardiac Care (ECC). The course covers the concepts of basic life support measures in emergency cardiac care and psychomotor skills of cardiopulmonary resuscitation with adults, children or infants in pulmonary and/or cardiac distress. It follows guidelines set by the Canadian Heart & Stroke Foundation. A certificate is issued by the Ontario Heart & Stroke Foundation upon successful completion of the course. Certification is valid for one year only.

This course involves close physical contact with fellow students.
Note: Please register at least one week prior to the start date of the course.
Tues. and Thurs. 5:30 to 9:30 p.m.
Nightingale Campus
12 hours Fee: $15.00, Materials $10.00

January 5 to 12, and 14 to 21
January 26 to February 2
February 4 to 11, and 16 to 23
February 25 to March 3
March 8 to 15, and 17 to 24
March 29 to April 5
April 7 to 14, and 19 to 26

Instructor Training

CPR 900

Prerequisite: Must have completed Basic Rescuer within the three month period prior to the Instructor Training course, and must be well-versed in modalities.

Sat. and Sun. 9 a.m. to 5 p.m.
Nightingale Campus
15 hours Fee: $18.75, Materials: $10.00
January 16 and 17, February 20 and 21
March 12 and 13, April 16 and 17
May 7 and 8

Cardiopulmonary Resuscitation Basic Rescuer Recertification

CPR 903

Prerequisite: Ontario Heart & Stroke Foundation Basic Rescuer Certification. Proof of currently-valid certificate must be presented at the first class. Certification is valid for one year only.
Course Content: This course reviews and updates material and methods presented in the Basic Rescuer course and recertifies holders of this certification.
This course involves close physical contact with fellow students.
Note: Please register at least one week prior to the start date of the course.

Mon. and Wed. 5 to 10 p.m.
Nightingale Campus
10 hours Fee: $12.50, Materials $10.00
January 11 to 13, February 8 to 10
March 7 to 9, May 9 to 11

Neonatal Resuscitation

NEO 900

This course is designed to update skills and knowledge in the principles and procedures of neonatal resuscitation. Course content includes: transition to extrauterine life; acid/base balance predisposing maternal/fetal conditions; neonatal conditions requiring resuscitation; infant resuscitation (delivery room, nursery); advanced life support; and an infant resuscitation practice session.

This course is available at Nightingale Campus or on-site at clinical locations. To arrange a course at your institution (minimum enrolment of 10), please contact Evon Soong at 967-1212, ext. 4224.

Nightingale Campus
15 hours Fee: $18.75, Material Fee: $10.00
9 a.m. to 4:30 p.m.
Mon./Tues. March 21 and 22
Thurs./Fri. April 7 and 8

CPR — Heartsaver

CPR 901

February is Heart Month. Set aside some time, bring a friend or a spouse, and learn to become a Heartsaver. Learn what a heart attack is, how to recognize it and what actions to take. One-rescuer CPR and emergency skills for choking will be featured.

Sat. 9 a.m. to 1 p.m. Nightingale Campus
Fee: $15.00
February 6, 20 or 27

Dental Assisting Certificate

This program is offered jointly by the Health Sciences Division, Continuing Education Departments of George Brown and Seneca Colleges. It enables **a working dental assistant** to complete the required courses for a certificate in dental assisting in three years. Every course is offered over the three year period. Students should only take some of the subjects in any year, with the goal of completing the program in a maximum of five years.
Prerequisites: Applicants should have an Ontario Secondary School Graduation Diploma with grade 11 or 12 credits in biology and chemistry, or the equivalent, and typing at 30 w.p.m.

A more detailed description and an application form are available from Evon Soong at 967-1212, ext. 4224.
Applications should be received before August 15 and must include a letter from an employer-dentist. Incomplete applications will not be processed.
The following courses must be completed to obtain the certificate:
Human Biology BIO 102X
Introductory Psychology PSY 171
Pre-clinical Techniques PCT 101X
Dental Materials DENT 106X
Microbiology BIO 104X
Language & Communications ENG 193
Oro-facial Anatomy ANAT 102X
Dental Radiology DENT 109X
Dental Office Procedures DENT 117X
Preventive Dentistry/Oral Pathology DENT 104X
Pharmacology & Emergency Care PHAR 102X
Nutrition NUT 101X

Dental Assisting students who are eligible to graduate in the current academic year must apply in writing including proof of eligibility (ie. Transcripts Attached). Application for Graduation forms are available from Anita Madrus at the Casa Loma Admissions Office, 967-1212, ext. 2442 or Evon Soong at 967-1212, ext. 4224.

Pharmacology and Emergency Care

PHAR102X

Prerequisite: Human Biology; co-requisite: C.P.R.
Course content: During this course, the student will be introduced to the principles of pharmacology and drug therapy. Special attention will be given to the drug groups used in dentistry, including their action, common side and toxic effects and implications for their administration. The student will be familiarized with their signs and symptoms of common medical emergencies such as syncope, hemorrhage, cardiac irregularities, diabetic reactions. Principles of first aid and resuscitation will be included.

Mon. 6:30 to 9:30 p.m.
Casa Loma Campus
30 hours Fee: $37.50
January 18 to March 21

Introductory Psychology

PSY171

Prerequisite: Grade 12 with two senior sciences.
This course provides an introduction to psychological theory and patient management for dental auxiliaries.
Psychological theory — historical background, methods used to study behaviour; biological bases of behaviour: learning; motivation and emotion; perception; development, language and thought: altered states of consciousness; introduction to social psychology; personality; abnormal psychology. Patient management — communication: role behaviour; first impressions: interviewing response and evaluation education, motivation and persuasion; building a good dental health team: conflict management and problem-solving.

Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
45 hours Fee: $56.25
January 21 to April 28

Preventive Dentistry/Oral Pathology

DENT104X

Prerequisite: Oro-Facial Anatomy.
This course has two primary objectives: A. to familiarize the student with the varied aspects of preventive dentistry, to develop students' awareness as to the effectiveness of good preventive measures, to develop the students' ability to provide patient instruction in plaque control measures, following the dentist's direction and/or preventive treatment plan; B. to introduce the student to Oral Pathology and Histology with specific reference to dental disease and anomalies.

Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
45 hours Fee: $56.25
January 20 to April 27

Nutrition

NUT101X

Prerequisite: Human Biology.
This course introduces the student to the theoretical, scientific basis of nutrition in combination with the practical application of this information to the food selection. Basic principles of the metabolism of carbohydrate, fat, protein, vitamins and minerals will be presented. The applications will be stressed through audio visual aids, discussions and assessments. Students will perform a nutritional assessment of their own diets using both quantitative and qualitative methods of analysis.

Mon. 6:30 to 9:30 p.m.
Casa Loma Campus
24 hours Fee: $30.00
May 2 to June 20

Fall, 1988 Courses include:
– Microbiology (BIO 104X)
– Oro-Facial Anatomy (ANAT 102X)
– Pre-Clinical Techniques (PCT 101X)

Dental Technology

Dental Technology Certificate Programs

George Brown College is pleased to announce a new series of evening programs in dental technology. The programs include:
– Certificate in Partial Dentures
– Certificate in Full Dentures
– Certificate in Orthodontics
– Certificate in Crown & Bridge and Ceramics
Each program is comprised of a number of required courses plus a set of elective courses. The electives determine individual certificates.

Required Courses:
Language and Communication ENG 106X
Human Relations HR101X
Oro-Facial Anatomy ANAT 102X
Occlusion DENT 926
Dental materials DENT 922

Electives:
Complete Dentures: Part I
Complete Dentures: Part II
Orthodontics: Part I
Orthodontics: Part II
Introduction to Crown & Bridge and Ceramics: Part I
Introduction to Crown & Bridge and Ceramics: Part II
Partial Dentures: Part I
Partial Dentures: Part II

The Programs are designed to upgrade the skills and knowledge of people currently working in the field. Successful graduates of the Certificate programs may want to continue their training by applying to take the full-time Diploma program in Dental Technology. Required courses correspond to the material covered in the full-time program and students successfully completing these courses may apply for advanced standing. The elective courses are designed as introductory courses and are not direct equivalents to the full-time laboratory courses. Students accepted into the full-time program may, however, apply for a partial exemption based on grades and skill level.

Admission requirements: Applicants must be employed in a dental laboratory, or must have received permission from the course instructor.
While students may be accepted into individual courses, preference will be given to those students who enrol in a full Certificate program.

If you are considering entering a Certificate Program in 1988, please register early for pre-requisite courses such as Oro-Facial Anatomy and Dental Materials.

Crown & Bridge and Ceramics: Part I

DENT948

Prerequisite: Oro-Facial Anatomy.
This course is designed to introduce students to the field of fixed prosthodontics. Course content focuses on: fabrication of model sand dies; wax-up techniques; post-core crowns; full gold crowns; and porcelain fused to metal restorations. Students are expected to bring their own wax-up instruments to class.

Mon. 6:30 to 9:30 p.m., Casa Loma Campus
45 hours Fee: $56.25 Materials: $25.00
Fall, 1988

Crown & Bridge and Ceramics: Part II

DENT949

Prerequisite: Part I.
This course builds on the knowledge and skills developed in Part I. Students are introduced to the manipulation of porcelain and complete such projects as single and multiple units of porcelain fused to metal, as well as porcelain jacket crowns.

Mon. 6:30 to 9:30 p.m. Casa Loma Campus
60 hours Fee: $75.00 Materials: $25.00
January 11 to May 30

Full Dentures: Part I

DENT944

Co-requisite: Oro-Facial Anatomy
This course is designed to provide an introduction to the construction of full dentures. Students are introduced to: prosthodontic techniques; preliminary impressions and casts; custom trays; master casts; base plates and occlusal rims. Emphasis is placed on recognizing anatomical structures and their relation to denture construction, the sequencing of prosthodontic treatment required for complete dentures, pouring of preliminary impressions, and the construction of custom trays. Students beed box, pour master casts and construct base plates and occlusal rims.

Tues. 6:30 to 9:30 p.m., Casa Loma Campus
45 hours Fee: $56.25 Materials: $25.00
Fall, 1988

Full Dentures: Part II

DENT945

Prerequisite: Part I.
This course builds on the skill and knowledge acquired in Part I. Students focus on articulators, articulator movement and mounting casts; esthetics-phonics; flasking, packing, processing and recovering; remount techniques; rebasing complete dentures; and denture repair.

Tues. 6:30 to 9:30 p.m., Casa Loma Campus
60 hours Fee: $75.00 Materials $25.00
January 12 to May 24

Orthodontics: Part I

DENT946

Prerequisite: Oro-Facial Anatomy and Dental Materials.
This course is designed to introduce the basic techniques and knowledge required to fabricate removeable and fixed orthodontic appliances. Course content focuses on trimming; soldering different wire gauges; bending adams clamps; fabricating labial arches; banding teeth on a model; manipulating cold cure acrylic resins; fabrication of simple space maintainers; and trimming and polishing appliances.

Thurs. 6:30 to 9:30 p.m., Casa Loma Campus
45 hours Fee: $56.25 Materials: $25.00
Fall, 1988

Orthodontics: Part II

DENT947

Prerequisite: Part I.
This course continues to build on skill and knowledge acquired in Part I. Students fabricate mouth guards; repair orthodontic appliances; articulate using a face bow on the Hannu articulator; focus on set ups and balanced occlusion (upper and lower); and correct upper dentures with clear palate.

Thurs. 6:30 to 9:30 p.m., Casa Loma Campus
60 hours Fee: $75.00 Materials $25.00
January 14 to May 26

Dental Materials

DENT922

Prerequisite: Currently working as a dental technician or dental auxiliary.
Theory and practice in the selection and manipulation of dental materials used in dental laboratory technology. Topics include: specifications of various dental materials, physical and mechanical properties, biophysical application of dental materials, the nature of metals and alloys, impression materials, gypsum products, waxes, gold and its alloys, base metal alloys, plastics and porcelain in dentistry, and casing investments.

Wed. 6:30 to 9:30 p.m., Casa Loma Campus
45 hours Fee: $56.25
January 13 to April 20

Physiology of Occlusion

DENT926

The basic principles of gnathology and the stomatognathic system are covered. Other topics covered include: various types of articulators, their functions and limitations, the facebow and other accessories, physical factors of the determinants of both static and dynamic occlusion, and the synergism of the components of the masticatory process.

Mon. 6:30 to 9:30 p.m., Casa Loma Campus
45 hours Fee: $56.25
January 11 to April 18

Oro-Facial Anatomy

ANAT102X

Through lectures and laboratory sessions, topics introduced include: basic dental terminology, major notation systems, the development, structure, form and function of teeth, eruption chronology, functional relationships between teeth and supporting structures, and dental anomalies and variations.

Wed. 6:30 to 9:30 p.m., Casa Loma Campus
45 hours Fee: $56.25
January 13 to April 20

Continuing Education for Dental Technicians

Inlays: A seminar in Theory and Application

NEW

DENT800

Prerequisite: N.D.E.B. Application and an acceptance letter from the instructor.
This seminar covers the manufacturing process of gold occlusal inlays and includes: design, waxing, spruing, investing, casting and trimming, as required for the N.D.E.B.
Students are required to wear lab coats and to bring all hand tools, investment rings and screws.
To apply: Please contact Mike Vakalis at 967-1212, ext. 2222.
Sat. and Sun. 9 a.m. to 5 p.m.
Casa Loma Campus
15 hours Fee: $100.00
March 12 to March 13

Complete Dentures: A Seminar in Clinical Procedures

NEW

DENT801

Prerequisite: N.D.E.B. Application and an acceptance letter from the instructor.
This seminar reviews clinical procedures in construction of complete upper and lower dentures and includes the following: diagnosis, treatment plans and prognosis, preliminary impression, border moulding, final impression, bite registration and facebox transfer, try ins and clinical remount. The Lab component focuses on positioning, setting up, balancing and contouring 30° posterior teeth.
Students are expected to wear lab coats, and to bring lab tools, a semi-adjustable articulator and a complete set of teeth with 30° posteriors.
To apply: Please contact Mike Vakalis at 967-1212, ext. 2222.

Sat. and Sun. 9 a.m. to 5 p.m.
Casa Loma Campus
15 hours Fee: $100.00
March 19 to March 20

Dental Technology Workshops

Introduction to Basic Design Principles in Orthodontics

DENT928

Prerequisite: Currently working as a dental technician.
Techniques for manipulating and soldering various gauges of wire as well as the fabrication of band spacers. Other topics include: an overview of the use of Hawley retainers, universal and single coil rings, and expansion screw retainers.

Fri. 6 to 10 p.m. and Sat. 9 a.m. to 5 p.m.
Casa Loma Campus
12 hours Fee: $134.00
February 5 and 6

Continuing Education for Dental Assistants and Hygienists

Dental Radiography: Theory and Technique

DENT933

Prerequisites: Currently working in a dental office and a basic understanding of oral facial anatomy and X-ray physics.
Review the principles and application of dental radiography, both in theory and practice. The first part of the course focuses on radiation safety measures and the second part concentrates on developing skills in short cone bisecting and long cone paralleling techniques.

Thurs. 6:30 to 9:30 p.m.
January 14 to April 21 or,
Sat. 9 a.m. to 5 p.m., *January 30 to March 5*
Casa Loma Campus, 45 hours Fee: $56.25

Parallel Technique in Dental Radiography

DENT921

Prerequisites: Certified dental assistant or registered dental hygienist and completion of a recognized course in radiation safety.
Reviews the terminology of dental radiography and the protection of patients from radiation exposure. The advantages and disadvantages of the parallel technique of taking radiographs are discussed. Students learn to produce an acceptable full-mouth radiographic survey including processing and mounting the x-rays.
This course counts for 10 points towards renewal of certification with the Ontario Dental Nurses and Assistants Association.

Thurs. 6:30 to 9:30 p.m., Casa Loma Campus
12 hours Fee: $89.00
April 28 to May 19

Roundhouse

DENT906

Prerequisites: Currently working as a dental technician with experience in the areas outlined below.
Designed specifically for those attempting the provincial registration examinations. Preference is given to students who show a letter or receipt as proof of acceptance as candidates for the registered dental technicians examination. Instruction and projects cover the following topics: complete and partial denture construction, crown and bridge work, and orthodontics.
Instructor: S. Gera.

Wed. 6:30 to 9:30 p.m., Casa Loma Campus
60 hours Fee: $75.00 Material Fee: $25.00
January 13 to May 25

R.D.T. Examination Preparation Course

DENT 937

Through a series of Saturday sessions, students are able to complete a mock R.D.T. examination. The course is designed for those who are registered to write this Spring and all applicants must show proof of registration.

Sat. and Sun. 9 a.m. to 5 p.m.
Casa Loma Campus
30 hours Fee: $37.50 Material Fee: $15.00
April 30, May 1, 7, 8

Graphic Design Diploma Credits

The Visual Arts Department offers part-time credit courses in the Graphic Design program. Credits obtained part-time are transferable to the full-time diploma program.
Courses are offered in segments to equalize the hours per semester of the full-time program. Students develop their skills in graphic design and advertising arts to the highest level of competence. Upon graduation, students can begin their career as a junior artist and progress to professional status in the advertising arts industry. The industry offers diversity and exceptional opportunities for personal and professional growth.
All applicants must submit a portfolio of five to ten samples and pass an art test.
Arrangements must be made with the Visual Arts Department for an interview and art test at least two weeks before the course starts.
Graduates receive a diploma after completion of the program.
These courses may be taken as non-diploma, in which case an interview and an art test are not necessary.
Note: These courses run for two semesters. Students who have completed Semester I may register for Semester II in January.
For more information, call the Visual Arts Department at 967-1212, ext. 3401 or 3318.

Drawing Research

DRAW 120X

Drawing exercises are carried out in various media using still life objects. The emphasis is on line, proportion, shading and textures in both negative and positive form. Perspective is taught in relation to interior renderings and outdoor sketching.

Two Semesters Mon. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50
January 11 to April 11

Life Drawing

LIFE 121X

A traditional approach to drawing based on the human figure. Topics include: understanding attitudes, positions and movements using contour, gesture, diagrammatic and progressive drawing.

Two Semesters Tues. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50
January 12 to April 12

Lettering

LETT 122X

A thorough exposure to lettering, beginning with its history, terminology and current usage. Practical work is stressed, starting with pencil and proceeding to pen, brush and marker. The emphasis is on devising letters to indicate special effects.

Two Semesters Wed. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50
January 13 to April 13

Design

DES 123X

All aspects of two-dimensional design are examined. Geometric and free shapes are used in projects involving point, line, contrast, texture, etc. Design theories are discussed in conjunction with the practical projects. Some basic advertising layouts are developed.

Two Semesters Thurs. 6:30 to 9:30 p.m.
St. James Campus
42 hours/semester Fee: $52.50
January 14 to April 14

Illustration

ILLS 128X

An introduction to basic illustration techniques such as pencil and pen shading, and drawing faces, hands, etc. From these basic exercises, advance to commercial applications using various media.

Two Semesters Wed. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50
January 13 to April 13

Studio Graphics

STGR 130X

This course is the second semester of MECH 126X — Mechanicals.
Design a newspaper ad using a felt pen for rendering and then produce a finished mechanical drawing. Additional design projects using the same techniques are assigned.

One Semester Tues. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50
January 12 to April 12

Typographical Design

TYPO 129X

Study the ordering and application of suitable typefaces, including basic measurements and copyfitting and apply this knowledge to designing with actual type. Felt-tip marker indication is stressed.

Two Semesters Tues. 6:30 to 9:30 p.m.
St. James Campus
42 hours/semester Fee: $52.50
January 12 to April 12

Marker Rendering Techniques

MRK 131X

An extensive study beginning with the correct use and the various methods of handling felt-tipped markers as they apply to layout and design problems. Both graphic and photographic rendering techniques are thoroughly explored.

Two Semesters Mon. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50
January 11 to April 11

Career Oriented Courses

Advertising Design Basic
ADES 900

Prerequisite: An interest in art.
Study the theories of commercial art and graphic design and get practical experience in the following: thumbnails, rough layouts, comprehensive layouts, mechanicals, paste-ups, and colour separation by amberlith overlays.

Wed. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50 Materials: $20.00
January 13 to April 13

Advertising Design Advanced
ADES 902

Prerequisite: ADES 900 — Advertising Design Basic or a basic knowledge of design copyfitting and mechanicals.
Design and prepare camera-ready art for a number of advanced level projects, including: print media advertisements, logo designs and their application to stationery, package design, promotional design, and typographical design. Learn to operate a stat camera and an IBM composer and examine methods of colour reproduction and production.

Mon. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50 Materials: $20.00
January 11 to April 11

Retail Advertising Layout — Basic
ADES 905

Prerequisites: An interest in commercial art and drawing ability.
An introduction to the practical day-to-day aspects of retail advertising layout. Learn to produce successful retail advertisements and solve any design problems in the visualization and rendering of the layout. Other topics covered include: basic copyfitting and layout techniques, merchandise problems, dealing with clients, translating design solutions into photographic terms, merchandising, demographics; different print media including newspapers, magazines and direct mail advertising and their application to various segments of the market. A wide variety of assignments enable students to gauge their abilities and progress.

Tues. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50
January 12 to April 12

Retail Advertising Layout — Advanced
ADES 906

Prerequisite: ADES 905 — Retail Advertising Layout — Basic or knowledge of copyfitting and basic layout techniques
This course offers students an in-depth look at Retail Advertising Layout, using basic layout skills to develop portfolio pieces and a deeper understanding and facility in designing clear, comprehensive layouts. A wide variety of different kinds of formats and advertising will be covered in weekly assignments; from all-type ads, catalogue, direct mail and newspaper to format and in-store advertising campaigns. Subjects discussed will include merchandising, production deadlines, studio politics, freelance rates and opportunities, as well as portfolio presentations and job-hunting.

Thurs. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50
January 14 to April 14

Airbrush Techniques
AIRB 901

For beginners or advanced students.
A hands-on introduction to setting-up, operating and caring for an airbrush that teaches both the fundamentals and more advanced airbrush techniques. Class projects cover fine art, product rendering and advertising illustration and students are encouraged to bring in their own work. It is recommended that students supply their own airbrushes. Enrolment is limited.

Tues. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50 Materials: $25.00
January 12 to April 12

Cartooning
CART 808

For beginners or those with some experience who want to learn cartooning techniques for pleasure or to add to their income.
Cartooning is used effectively in business, all forms of advertising, sales promotion, and the entertainment field. Various techniques presented include: the creation of characters, conventional signs of cartooning, and how to draw caricatures.

Wed. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50
January 13 to April 13

Computer Graphics
COMP 800

Hands-on experience in page creation using videotex computers. Learn how to access the computer and initiate the various creation modes. Design and create your own computer graphics which are stored on disk. At the end of the course, receive a 35mm slide hard copy of your project. Enrolment is limited.

Wed. or Thurs. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $249.00 Lab Fee: $20.00
January 20 or 21 to March 23 or 24

The Professional Copywriter
COPY 900

Prerequisite: An interest in copywriting.
Learn what it takes to become a successful copywriter in this introduction to writing advertisements for print, radio and television. Topics covered include: getting ideas, writing headlines, making copy interesting and persuasive, revising for clarity, and becoming more creative. A wide variety of weekly assignments enable students to gauge their abilities and help them build a portfolio of their work.

Mon. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $37.50
January 18 to March 21

Interior Design
DES 802

A practical course for those interested in interior design and decorating their homes and apartments. Topics covered include: floor plans, colour schemes, furniture layout in rooms and leisure areas, lighting, kitchen design, fabrics, and the selection of furniture, drapes, carpets and other accessories for all rooms. There are field trips plus basic exercises and projects. Exterior design is covered for patios, sun porches, decks, etc.

Tues. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $81.00
January 19 to March 22

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Contemporary Magazine Design & Layout
DES 900

Prerequisite: Basic design skills and an interest in contemporary magazine design.
A comprehensive course for artists and designers who want to learn more about contemporary magazine design, layout and production. Areas covered include: editorial layout, scheduling, production and deadlines. Actual magazines are redesigned and students are encouraged to design new magazine formats using type, photographs, illustrations, and graphics.

Thurs. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50
January 14 to April 14

Technical Illustration
ILLS 900

Prerequisite: Drawing skills.
A comprehensive course that teaches artists the skills needed to produce product manuals and assembly instructions. Learn technical illustration with the emphasis on exact pencil renderings and inking. Shading of drawings using various media and exploded views are also explored.

Mon. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $37.50
January 11 to March 14

Technical Graphics
ILLS 901

Prerequisite: ILLS 900 — Technical Illustration or drawing skills with an interest in accuracy and detail.
This is a comprehensive course for the artist, draftsman, illustrator and designer to understand the complexities of technical graphics and develop the fine skills of illustrating in this field. Students will experience a variety of pictorial methods used in technical illustration, examples of applique rendering in various media and will be introduced to the marketing process. Some subjects explored will be patent drawings, design of technical manuals, audio visuals, new product rendering in line and airbrush.

Thurs. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50
January 14 to April 14

Portrait Painting
PAIN 904

Prerequisite: Basic knowledge of drawing.
For beginners and advanced students who want to learn anatomy and colour mixing pertinent to portraiture. Study the techniques of the Old Masters and work with models in any media, including oil, tempera, acrylic, water colour or pastel.

Wed. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50
January 13 to April 13

Painting and Illustrating
PAIN 905

Prerequisites: Drawing skills and an interest in painting and illustration.
Study the history of contemporary illustration and the work of professional illustrators while developing your own personal style. Learn the practical techniques of working with watercolour, tempera, casein, gouache, acrylics and oils.

Wed. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50
January 13 to April 13

Studio Management
STBM 900

Prerequisites: Knowledge of design and freelance experience. Designed for freelance designers, staff artists or beginner designers who want to learn how to run a profitable design office. Topics covered include: pricing, invoicing, purchase orders, taxation, organizing the office, using forms, establishing purchase order and invoice numbers, and other aspects of business directed towards commercial aspects.

Thurs. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $37.50
January 14 to March 17

Audio Production

Audio Production Techniques
ADIO 928

This course is designed to extend the working knowledge of those who have already completed ADIO 923 or have gained suitable industrial experience. Much of the course will be run as a workshop, with students' performance assessed upon practical assignments and recording techniques. Major areas covered will be studio sound recording and mixing and "live" audio production. Sound for film, "videos" and slide shows will also be covered.

Mon. and Wed. 6 to 10:30 p.m.
St. James Campus
90 hours Fee: $112.50
January 18 to March 23

Screen Printing

Screen Printing (Basic)
SP 901

This course is designed as an introduction to enable the student to understand the basic fundamentals of the Screen Printing process, through the completion of a number of projects, ranging from single colour through more challenging multi-colour reproduction. The elements covered will be: stencil cutting, colour mixing, screenmaking and handprinting. Note: Students must provide printing surfaces other than paper. Instructor reserves the right to limit material usage.

Wed. 6 to 9:30 p.m. St. James Campus
50 hours Fee: $62.50 Materials: $55.00
January 13 to April 13

Screen Printing (Advanced)
SP 903

Prerequisite: SP 901 — Screen Printing (Basic) or proof of six months industry working experience.
This course is designed to enable the student to produce a limited number of advanced level projects. The student will begin by learning process line camera operation and line graphics as well as one colour halftone film production. Job planning, mechanical set-up, and film masking – stripping procedures, application, processing and imposition of photo stencil systems, press set-up and production.
NOTE: Students must supply any printing material other than paper. The instructor reserves the right to limit material usage.

Mon. 6 to 9:30 p.m. St. James Campus
50 hours Fee: $62.50 Materials: $75.00
January 11 to April 11

Signwriting

Signwriting

SIGN900

Learn the fundamentals of general signwriting as well as the following topics: brush lettering, type faces, colour and layout theory, materials, basic screen printing, and the application of signwriting on masonite, plywood, metal and glass.

Tues. 6 to 9:30 p.m. St. James Campus
50 hours Fee: $62.50 Materials $35.00
January 12 to April 12

Show Card Writing

SIGN901

An introduction to show card lettering, pen lettering and the production of banners, posters, etc. Some techniques covered are: pen and brush lettering, type faces, colour and layout theory, and practice time. Those with previous experience are encouraged to do advanced work.

Tues. 6 to 9:30 p.m. St. James Campus
50 hours Fee: $62.50 Materials: $35.00
January 12 to April 12

Photography

Introduction to Photography

PHOT800

Gain practical hands-on experience in camera work, developing, printing, dry-mounting, and other techniques. Illustrated lectures cover the following topics: camera lenses, f-stops, shutter speeds, basic lighting techniques, filters, darkroom layout and more. Due to heavy demand, this course is offered several times each year but early registration is recommended.

Mon. Tues. Wed. Thurs. Fri. 6:30 to 9:30 p.m. or Sat. 1 to 4 p.m.
St. James Campus
30 hours Fee: $60.00 Lab Fee: $30.00
January 18, 19, 20, 21, 22, 23 to March 21, 22, 23, 24, 25, 26

Intermediate Photography

PHOT801

Prerequisite: PHOT 800 — Introduction To Photography, an equivalent course or similar level of comprehension.
Further develop technical skills as well as the ability to visualize and compose a photograph through practical exercises and assignments. Lectures and discussions cover the following subjects: improving negative quality through proper exposure, developing and handling film; using different lenses, filters and lighting, spotting and mounting finished work, colour theory including a colour transparency assignment, and practice using darkroom controls and techniques to improve print quality. Students supply their own film and paper and should expect to spend up to $50.00 on materials. The College provides all processing solutions.

Tues. 6:30 to 9:30 p.m.
St. James Campus
45 hours Fee: $98.00 Lab Fee: $15.00
January 12 to April 19

Advanced Photography

PHOT802

Prerequisite: PHOT 801 — Intermediate Photography, an equivalent course or similar level of comprehension.
Provides formal direction to improve your technical and aesthetic abilities. An opportunity to use a 4 x 5 camera is provided. Topics covered include: toning, bleaching, hand-colouring, mounting, spotting, the history of photography, and exercises for improving composition and darkroom technique. Students supply their own film and paper and should expect to spend up to $50.00 on materials. The College provides all processing solutions.

Sat. 1 to 4 p.m. St. James Campus
42 hours Fee: $90.00 Lab Fee: $15.00
January 16 to April 23

Documentary Photography

PHOT921

Practice and develop technical skills while gaining a working understanding of documentary photography. Designed for those with or without previous experience in photography. Learn to process and print your own negatives and then produce a series of prints covering one or two topics, including a photographic documentation of the home or work place. Students should expect to spend up to $50.00 for supplies.

Fri. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50 Lab: $25.00
January 15 to April 22

Black and White Print Workshop

PHOT922

Learn black and white printing skills in this hands-on workshop. Instruction is given in fundamental black and white printing techniques with a maximum amount of time available for extended darkroom work. Although beneficial, previous darkroom experience is not required. Enrolment is limited.

Mon. or Wed. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50 Lab: $25.00
January 25 or 27 to April 25 or 27

Colour Slide Composition

PHOT923

Designed for people with or without previous experience in photography. Develop technical and aesthetic skills through extensive analysis of photographic composition using colour slides. Learn to use the techniques of framing, depth of field and motion as aesthetic controls to further understand visual forms. After considering photographic composition in a single frame, build upon that understanding through the development of a sequence of photographs.

Thurs. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $37.50
January 28 to March 31

Understanding and Producing Photographic Books

PHOT928

Prerequisite: Basic photography course including darkroom experience or the equivalent.
Provides an opportunity to further develop and practice photographic skills as applied to the understanding and production of a photographically illustrated book. Consider both historic and contemporary photo books as models for class projects. Hands-on work is emphasized, including black and white processing, printing and the production of a photo book on a chosen subject. Other topics include: sequencing photographs, images and text, photo narratives, and the physical structure of making books.

Sat. 9 a.m. to noon St. James Campus
30 hours Fee: $37.50 Lab: $15.00
January 16 to March 19

Photography in Advertising

PHOT929

Designed for those interested in commercial photography and specifically those working in the graphic arts industry. Designers, layout artists, art directors, etc. study the photographic process, learn how to work with photographers, and gain an understanding of the limitations of photographic reproduction. Lectures, demonstrations and field trips deal with the following topics: camera formats, lighting, photographic materials, the photographic session, and the technical attributes of the photograph.

Tues. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $37.50
January 12 to March 15

Photography: Printing Colour Negatives

PHOT931

Hands-on experience printing colour negatives for photographers with or without previous experience. After discussion of the basic theory of colour printing, the maximum amount of time is devoted to making prints. The course is held at Toronto Image Works, a professionally equipped colour darkroom rental facility. Tuition includes 15 hours of darkroom time, lab chemistry, and 50 sheets of 8 x 10 colour paper for each student.
Note: Classes are held at Toronto Image Works, 80 Spadina Avenue, Suite 207, Toronto. Register at St. James campus.

Sat. 9 a.m. to noon Toronto Image Works
15 hours Fee: $18.75 Material: $21.00 Lab: $60.00
January 16 to February 13
May 7 to June 4

The Photo Journalist

PHOT932

Prerequisite: PHOT 800 — Introduction to Photography or an equivalent course or level of comprehension.
Since the development of modern photographic techniques in the 19th century, photographers have added immensely to the colour and texture of history with their eyewitness records of events. This series of workshops, discussions, guest lectures and weekly photo assignments examines some of the major themes of photojournalism. The emphasis is placed on the decisive moment the photographer records an image which says something compelling and intrinsic about an event, a time, a person or a moment.
Students must supply their own camera and are responsible for the costs of developing and printing their own film.

Thurs. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50
January 14 to April 14

Photography of People

PHOT936

Prerequisite: PHOT 801, an equivalent course, or level of comprehension.
This course is designed for people who want to improve their skills in taking pictures of people. This practical hands-on course covers the following topics: how to choose the correct camera; type of lens and filters; studio lighting and available light; location photography; how to photograph faces; how to create the right atmosphere for a successful portrait; and how to accomplish all of this using a minimum amount of equipment.

Mon. 6:30 to 9:30 p.m.
St. James Campus
45 hours Fee: $56.25
January 18 to April 25

Elements of Photographic Design

PHOT937

Prerequisite: PHOT801 or equivalent course or level of comprehension.
This course provides the intermediate level student with information which helps to address the issues of creativity and esthetics as they apply to their photographs. It asks the student to consider the meaning of the subject selection, to examine all the visual attributes of a scene, to utilize and arrange those which best convey a sense or meaning so that a meaning can be grasped. An understanding of the use of the visual elements, such as shape, texture, form and colour is acquired through a step-by-step program of assignments and workshops. The course covers the principles of design which a good photo relies upon. Topics include proportion, rhythm, balance, perspective, and highlighting of the subject.
Note: Students will require a 35mm camera and a supply of colour negative film.

Thurs. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $37.50
January 28 to March 31

Video

Videography — Basic and Advanced Camera

PHOT927

Hands-on experience with different video formats, covering all the features and applications of the equipment as well as how to connect it up. Specific topics discussed and demonstrated include: VHS and Beta vs. 8mm, basic video image production, video tape, editing video tape, video cameras, lighting for video, special effects, and post-production techniques.

Mon. 6:30 to 8:30 p.m.
St. James Campus
16 hours Fee: $54.00
January 18 to March 7

Cinematography

Cinematography

CINE925

Prerequisite: CINE 922 — Basic Cinematography.
A more intensive course in the practical techniques involved in producing a film. Several short films are made during the course.

Tues. and Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $75.00
January 12 to March 1

Printing Technology

Printing Technology covers all aspects of pre-press preparatory work, press operation and post-press binding and finishing. George Brown has the best equipped facilities in Ontario and offers training in the latest printing techniques.

Composition and Typography

Introduction to Printing Processes
COMP 106X

Designed for those working in the printing field or related industry, or those who want an overview of the printing trade prior to selecting a course. Lectures and demonstrations cover the major printing techniques with instructors in different production areas presenting their specialties. Students are encouraged to discuss any problems with the material.
A mark is not issued but a record of completion is kept based on attendance of at least 60% of the classes, which must include the final evening.

Mon. 6 to 9 p.m. St. James Campus
36 hours Fee: $45.00 Materials: $15.00
January 11 to March 28

Paper and Film Assembly (Paste-up)
COMP 110X

Learn the laying out of boards and mylar for the assembly of typeset material as well as the production of paper and film positives using various darkroom techniques. The course covers a wide variety of projects ranging from simple one colour postcards to advanced camera-ready artwork using Amberlith overlays for multicolour work. Other techniques covered include: ruling techniques, producing negative stats on a process camera, and using phototypesetters such as the strip printer and the Compugraphic 7200 headliner machines.

Tues. and Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $45.00
January 5 to February 23
March 1 to April 19

Computer Typesetting (Keyboard Operation and Concepts)
COMP 200X

Prerequisites: COMP 102X — Introduction to Typography and 25 w.p.m. typing speed, although 50 w.p.m. is advisable if you plan to work in the field.
Learn to run a computer typesetting device by coding and formatting with macros and produce both straight text and tabular matter of medium difficulty. This is an individual learning course that enables more advanced students to study at an accelerated pace.

Tues. and Wed. 6 to 10 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $45.00
January 5 to February 23

Advanced Computer Typesetting I
COMP 300X

Prerequisite: COMP 200X — Computer Typesetting (Keyboard Operation and Concepts).
Extensive exercises in various kinds of typesetting. Specific topics include: tabular, run around format writing, format storage at keyboard, CPU storage, advantages and disadvantages of each; global search and change, correction, storage on disk, different coding methods that produce the same results and the possible advantages of each, and "outside character" grid work including some French language typesetting.

Tues. and Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $75.00 Materials $55.00
January 5 to February 23
March 1 to April 19

Advanced Computer Typesetting II
COMP 320X

Prerequisite: COMP 300X — Advanced Computer Typesetting II or permission of the instructor.
Learn the mark-up procedures used in the commercial typesetting field as well as the identification of the most common typefaces. The methods of determining the choice of typeface and size within the range of the work are also covered. A series of progressive assignments are given which students must mark-up, copy fit, and typeset.

Mon. and Wed. 6 to 10 p.m.
St. James Campus
60 hours Fee: $75.00 Materials $30.00
February 29 to April 18

Photomechanical Reproduction and Film Imposition

Photomechanical Reproduction
CAM 100X

Prerequisite: Preference is given to those employed in the graphic arts industry.
A basic course in black and white cameras covering the operation and calibration of process cameras, as well as darkroom equipment for line, fine-line and half-tone negatives. Other topics covered include: using filters, panchromatic film, making photographic contacts and duplicates, processing film manually and in film processing machines, and the theory of photographic lenses, light sources, film emulsion and processing solutions.

Tues. and Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $75.00
January 19 to March 8
March 15 to May 3

Photomechanical Reproduction
CAM 200X

Prerequisite: CAM 100X — Photomechanical Reproduction or equivalent experience.
An advanced course in half-tone photography using lith and rapid access film and processors. Other topics include: the operation, maintenance and control of film processors, the use of reflection transmission and per cent dot densitometers, calibration of various types of contact screens to camera and processing conditions, making duo-tones and other special effects, the use of exposure computers, and an introduction to colour separation procedures using a colour scanner.

Mon. and Wed. 6 to 10 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $50.00
January 4 to February 22

Introduction to Process Colour Scanner
CAM 900

Prerequisite: Employment related to the graphic arts industry.
Designed for those working in the graphic arts industry who want a basic introduction to process colour theory, colour separation procedures, colour scanners and page make-up systems. The set-up and operation of a colour separation scanner is demonstrated and separations produced to illustrate the various functions of the machine. The course is mainly demonstration and discussion, and for information only.

Mon. and Wed. 6 to 9 p.m.
St. James Campus
36 hours Fee: $45.00 Material: $25.00
March 7 to April 13

Photomechanical Reproduction — Scanner
CAM 330X

Prerequisite: CAM 200X — Photomechanical Reproduction or equivalent experience.
An introduction to colour theory as it applies to process colour printing, the principles and operation of a colour scanner, proofing, evaluation of colour and future trends for those with extensive experience in line and half-tone process photography. Other topics covered include: tone reproduction, colour correction, detail enhancement, undercolour removal, various other effects for transmission and reflection copy, and the operation and use of film processors and densitometers as related to process colour.

Tues. and Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $75.00
January 5 to February 23

Photomechanical Reproduction — Advanced Scanner
CAM 360X

Prerequisite: CAM 330X — Photomechanical Reproduction — Scanner or equivalent industrial experience.
A further study of selective colour correction and related special effects, including an in-depth explanation of the colour computer set-up for different process inks, printing ink analysis, and the use of GATF colour diagrams. The concept of digitization and colour page make-up are covered with visits to plants for demonstrations of electronic page make-up. Other topics include: gray component replacement and dot gain, black and white reproduction, and basic maintenance.

Tues. and Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $75.00
March 1 to April 19

Film Imposition/Printing Surface Preparation
PSP 100X

Prerequisite: Preference is given to those employed in the graphic arts industry.
A basic course in black and white, line colour and half-tone stripping that also introduces job planning and the layout of line and half-tone negatives. The emphasis is on imposition and the preparation of folded dummies and layout sheets for various types of bookwork. Other topics covered include: darkroom techniques for making contacts and duplicates, making presensitized offset plates manually and using processors, most areas of one or more colour line negative stripping, and computerized page make-up.

Tues. and Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $75.00
January 19 to March 8
March 15 to May 3

Film Imposition/Printing Surface Preparation
PSP 200X

Prerequisite: PSP 100X or equivalent experience.
An advanced course in the techniques of black and white, colour and four colour process film stripping. Topics covered include: contacting, step and repeat, spreads and chokes, the programming and operation of a photocomposing machine and computerized page make-up. A number of different colour proofing systems are used.

Mon. and Wed. 6 to 10 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $75.00
January 4 to February 22

Film Imposition/Printing Surface Preparation Colour
PSP 300X

Prerequisite: PSP 200X or equivalent experience.
The emphasis at this level is on four-colour process stripping procedures including the preparation of flats containing chokes and spreads, fake colour and colour separation. Colour charts are prepared by the student, incorporating the various screen angles and tints. Further experience will be gained in manual step and repeat methods, machine photocomposing, computerized imposition and electronic page make-up.

Mon. and Wed. 6 to 10 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $75.00
February 29 to April 18

Machine Printing

Machine Printing — Offset
LITH 100X

A basic course in the fundamentals of offset lithography using Multilith presses. Topics covered include: feeding, register, dampening systems, ink control, and running one-colour and two- colour projects. This course leads to LITH 105X — Machine Printing — Offset.

Mon., Tues. or Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $50.00
January 11, 12, or 14 to April 18, 19, or 21

Machine Printing — Offset
LITH 105X

Prerequisite: LITH 100X or permission of the instructor.
An advanced course in offset lithography using multilith presses. Topics covered include: feeding, dampening systems, colour control, and an introduction to the operation of the T51 two-colour unit for the printing of multi-colour projects. This course leads to LITH 110X.

Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $50.00
January 13 to April 20

Machine Printing — Offset
LITH 110X

Prerequisite: LITH 105X or permission of the instructor.
Learn offset lithography on single colour, Heidelberg, Harris, Solna and Miehle presses running both one and two-colour projects. Other topics include: good housekeeping, safety, measuring instruments, devices for pressmen, cylinder arrangements, alcohol and conventional dampening systems, inking, register systems, and a study of paper and ink as related to the pressman. This course leads to LITH 220X.

Tues. or Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $50.00
January 12 or 14 to April 19 or 21

Machine Printing — Offset
LITH 210X

Prerequisite: LITH 110X or permission of the instructor.
An intermediate course in offset lithography on single colour Heidelberg, Harris, Miehle and Solna presses. The course also covers an introduction to colour control using the densitometer and includes both one-colour and multi-colour projects. This course leads to LITH 220X.

Wed. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $50.00
January 13 to April 20

Machine Printing — Offset
LITH 220X

Prerequisite: LITH 210X or permission of the instructor.
An advanced course in offset lithography on two-colour 29" Harris and 38" Miehle presses. Topics covered include: the fundamentals of two-colour offset lithography, feeding, register systems, inking systems, dampening systems, cylinder arrangements, press familiarization, theory and practical application of two-colour offset printing, and a four-colour process project.

Tues. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $50.00
January 12 to April 19

Machine Printing — Web Offset
LITH 230X

Prerequisites: LITH 210X and permission of the instructor.
A basic course in the fundamentals of web offset printing covering the operation of the Solna Commercial III web offset press (36" x 22 3/4" cutoff). Topics covered include: plate bending, plate packing, pre-make ready, web-up, damp-up and ink-up procedures, pressroom safety, good housekeeping, roll stand tension control, shafting and installing new rollers, folder familiarization, make ready press for one-colour and two-sided jobs, and tabloid folded segment.

Mon. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $50.00
January 11 to April 18

Machine Printing — Web Offset
LITH 330X

Prerequisites: LITH 230X — and permission of the instructor.
An intermediate course in web offset printing using the Solna Commercial III web offset press (36" x 22 3/4" cutoff) that reviews LITH 230X and includes the make ready and running of more complex projects. Other topics include: make ready and run one- colour two-sided with 1/4 fold, changeover to two web operation tabloid fold on blank stock, make ready and run double parallel fold and one colour two sides (one web), and make ready and run double parallel fold, two colours on two sides (one web).

Tues. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $50.00
January 12 to April 19

Machine Printing Rotogravure
ROTO 200X

Prerequisite: Preference is given to those with pressroom experience.
A basic course in the fundamentals of rotogravure printing. Topics covered include: safety, housekeeping, lubrication, roll feed and web tension, the printing units; servicing air, water, gas and electrical controls on presses, oven drying, roll rewind, circulating pump for inking system, measuring ink viscosity, doctor blade finishing, position register, substrates, running problems and corrections.

Mon. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $50.00
January 11 to April 18

Machine Printing Rotogravure
ROTO 300X

Prerequisite: ROTO 200X or permission of the instructor.
An advanced course in rotogravure printing with exercises in multi-colour and four-colour process printing, colour mixing, ink formulation, and the theory of electronic register control.

Tues. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $50.00
January 12 to April 19

Binding and Finishing

Binding and Finishing
BIND 125A -B
BIND 126A -B
BIND 225A -B
BIND 226A
BIND 325A -B

Prerequisite: Elementary mathematics.
Course certificates are subdivided into the above categories with skills and machines taught as supplements to each category. Each major machine requires nearly 60 hours of instruction. BIND 125A-B, 225A-B and 325A-B are courses in large and small machines. BIND 126A-B and 226A cover small machines and tablework.
Gain a thorough understanding of a selection of the following equipment:
Polar 115 45" Guillotine (Auto-spacer and Gergek Computer)
Seybold 42" Guillotine (Auto-spacer and Gergek Computer)
Baum Folders – Pile Feed (17" x 22" and 20" x 26")
Baum Folder – Continuous Feed (26" x 40")
Stahl Folder – Buckle/Knife – Pile Feed (20" x 31")
Mueller Stitcher/Trimmer
Christensen Gang Stitcher
Bostitch 19E Stitcher
Müller Gathering Machine – Type 201
Mueller Pony 5 Roto-Binder
Smyth No. 12 Book Sewers
Kabar Di-Electric Heat Sealing Machine
Foil Stamping Machine
Nygren-Dahly Rotary Perforator
Challenge Paper Drills
Cerlox – Table Top Combo
Book Back Stripper – Table Top
Casemaking Gauge
Hickock Standing Press
Hand Sewing Frames

Mon., Tues., Wed., Thurs., or Sat.
St. James Campus
60 hours Fee: $75.00
Mon. to Thurs. 6 to 10 p.m., Sat. 8 a.m. to noon
January 5 to May 7

Hand Bind and General Repair
BIND 902A

Learn basic manual bookbinding, including adhesive binding, sewn hardcover binding, and the general repair of a variety of bindings. Students are required to purchase folding bones, scissors, and one 30mm paint brush for gluing. Any special covering, such as leather, must be purchased by the student. All other materials are supplied.

Mon., Tues. or Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $210.00
January 18 to May 2

Hand Bind and General Repair
BIND 902B

A continuation of BIND 902A covering more difficult repair jobs plus additional practice to increase speed and proficiency at general repair of a variety of bindings.

Mon., Tues. or Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $210.00
January 18 to May 2

For more information, or to register for bindery courses, please call the Bindery Department at 967-1212, ext. 3256.

Fashion

Creative Fashion Design/ Apparel Management

These courses help people in the apparel industry upgrade their skills and knowledge in a particular specialty. Anyone wanting to advance their home sewing and design skills and have some exposure to industrial techniques will also benefit. Apparel Construction I and Apparel Construction II may qualify as prerequisites for the post-secondary program in Creative Fashion Design.

Apparel Construction I (Dressmaking — Elementary)
DRES 141X

Learn elementary dressmaking using commercial patterns as well as sewing techniques both by hand and using an industrial machine. Other topics include: samples, measurements, laying-out patterns, and the relationship of pattern, style and fabric. Students supply their own materials.

Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m. Kensington Campus
60 hours Fee: $75.00 Equipment Fee: $25.00
January 18 or 19 to March 23 or 24

Apparel Construction II (Dressmaking — Intermediate)
DRES 145X

Prerequisite: DRES 141X — Apparel Construction 1
A continuation of DRES 141X focusing on the how-to's of fabric cutting, marking, stitching, fitting, finishing and pressing. Other topics include: purpose and selection of supporting fabrics, selection and preparation of lining fabrics, preparation of the pattern and pattern alterations. Students select projects beyond the beginner's level with the instructor's approval.

Mon. and Wed. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $75.00 Equipment Fee: $25.00
January 18 to March 23

Apparel Construction III (Dressmaking — Advanced)
DRES 151X

Prerequisite: DRES 145X — Apparel Construction II or proof of equivalent competency.
Students construct more complex garments of advanced design using delicate fabrics. The pattern and fabric are selected by the students and they must supply their own materials. Other subjects include: efficient use of materials to minimize waste, pattern alteration for proper fitting, application of lining where necessary, and finishing techniques for different materials.

Tues. and Thurs. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $75.00 Equipment Fee: $20.00
January 19 to March 24

Children's Pattern Drafting Part I
PAT 901

Prerequisite: Practical experience in dressmaking.
Introduces the student to drafting patterns for children's garments using master blocks for the following patterns: sun dress, apron, skirt and pants. Skirt styles drafted include: gathers, tucks, pleats, flare, four gore, circle, front-button opening, side-front opening, shoulder straps and ruffles. Various styles of waist bands, pockets, pants and overalls are also discussed.

Sat. 9 a.m. to 1 p.m. Kensington Campus
60 hours Fee: $75.00 Materials: $20.00
January 23 to May 7

NEW

Children's Pattern Drafting Part II
PAT 902

Prerequisite: PAT 901 or equivalent in pattern drafting.
This course has been developed as an advanced level of children's pattern drafting to further the skills of people working in children's apparel production. The course covers the following topics: how to create any style of blouse from a basic block; how to create any style of pant, shortall or jumpsuit from only a pant front and back, block and bodice 'B'. Several different styles of waist, sleeves, collars, pants, skirts, jumpsuits, blouses and overalls are developed in class.

Sat. 9 a.m. to 1 p.m. Kensington Campus
60 hours Fee: $75.00 Material Fee: $20.00
January 23 to April 30

Apparel Pattern Drafting I (Elementary)
PAT 141X

Prerequisite: Knowledge of dressmaking and practical experience.
Learn an easy and efficient method of drafting a pattern from your own design or from a garment in a fashion magazine. Topics include: elementary pattern design; size and age ranges (eg. misses 8,10,12 ...) including junior, women's and half sizes, master blocks, and drafting full-scale patterns for skirts, slacks and blouses from fashion drawings. Students supply their own drafting equipment.

Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m. Kensington Campus
60 hours Fee: $75.00 Equipment Fee: $20.00
January 18 or 19 to March 23 or 24

Apparel Pattern Drafting II (Intermediate)
PAT 143X

Prerequisite: PAT 141X — Apparel Pattern Drafting I or equivalent experience.
Learn to draft and develop pattern drafting skills that conform to fashion industry standards. Topics discussed include: drafting to manufacturing sizes, misses dresses, evening dresses, jackets and outer wear. Students supply their own drafting equipment.

Tues. 6 to 9 p.m. Kensington Campus
30 hours Fee: $37.50 Materials: $20.00
January 19 to March 22

Apparel Pattern Drafting III (Advanced)
PAT 151X

Prerequisite: PAT 143X — Apparel Pattern Drafting II or equivalent experience.
From an original idea, learn to draft a quality pattern with perfect detail, proportion and fit. The categories for patterns are: day-time dresses, evening dresses and jackets, with consideration given to fabric and price. Students supply their own drafting equipment.

Thurs. 6 to 9 p.m. Kensington Campus
30 hours Fee: $37.50 Equipment Fee: $20.00
January 21 to March 24

Tailoring (Ladies')

DRES146X

Prerequisite: Preferably DRES 145X — Apparel Construction I or basic sewing skills. Learn quick and simple tailoring methods for ladies' garments and construct a suit or coat using commercial patterns. Topics covered include: altering a pattern to fit the wearer, cutting techniques, and sewing and finishing using industrial machines. Students select and supply their own material and pattern.

Tues. and Thurs. 6 to 9 p.m.
Kensington Campus, 60 hours Fee: $75.00
Equipment Fee: $20.00
January 19 to March 24

Draping for Fashion Design

NEW!

FASH912

Prerequisite: PAT 141X and DRES 141X. This course is designed to develop creativity in fashion design by transferring a pattern design to a JUDY form or a human body. Students learn to make a perfect fit by making alterations to the pattern before the fabric intended for the garment is used. Students registering for this course should have taken at least the two prerequisite courses (PAT 141X and DRES 141X) and preferably more.
Tues. and Thurs. 6 to 9 p.m.
Kensington Campus
60 hours Fee: $75.00 Material Fee: $30.00
January 19 to March 24

Fashion Illustration I (Elementary)

PAT144X

Develop techniques for sketching fashion garments as practised in the industry. After an introduction to the basic concepts in fashion illustration, topics include: industrial methods, achieving textures, pattern techniques in different media for both rough sketches and working drawings, and finished drawings in a combination of media. Students supply their own materials.

Wed. 6 to 9 p.m. Kensington Campus
30 hours Fee: $37.50
January 20 to March 23

Fashion Illustration II (Intermediate)

PAT154X

Prerequisite: PAT 144X — Fashion Illustration I or similar experience.
By combining creative ability with the additional technical skills taught, you can learn to portray fashion merchandise realistically. Subjects discussed include: commercial applications in fashion art, creative sketching, and the use of line and colour to illustrate garments realistically and aesthetically. Students supply their own materials.

Mon. 6 to 9 p.m. Kensington Campus
30 hours Fee: $37.50
January 18 to March 21

Work Management (Time Studies — Apparel)

AT100X

Learn how to determine the time required to complete a job. Topics include: human relations in time study situations, methods to improve performance of the job understudy, proper timing procedures, record keeping, rating the operator's performance and incentives for improving production.

64 hours Fee: $80.00 Equipment Fee: $15.00
By arrangement with Apparel Management Department.

Grading Techniques for Apparel Industry (Elementary)

PAT900

Learn to take a finished pattern with all the detail and pieces and increase or decrease the pattern in size using simple, reliable methods. The mechanics of grading are taught for all styles of misses sizes 6-20 and junior size garments, helping you produce better fitted garments.

Mon. 6:30 to 9:30 p.m., Kensington Campus
30 hours Fee: $37.50 Materials: $15.00
January 18 to March 21

Window and Retail Display

DISP900

Prerequisite: Practical motivation.
An introduction to the purpose, concepts and uses of window display. Specific topics include: basic tools, material and graphics used in fashion and menswear, practical merchandise trims, the use of mannequins and display themes.

Mon. and Wed. 7 to 10 p.m.
Kensington Campus
60 hours Fee: $75.00 Equipment Fee: $10.00
January 18 to March 23

Colour Theory for Fashion Design

FASH903

Prerequisite: Employment in the fashion industry or a student in the Fashion Department (day or Continuing Education). An introduction to colour theory in general and specifically its application to the fashion industry. Topics covered include: primary colours, physical optics, the colour triangle, colour systems; Munsell — hue, value and chroma; Johanes Itten — the Bauhaus, colour agent and colour effect, the seven colour contrasts, the 12 laws of simultaneous contrast; colour chords — dyads, triads, tetrads and hexads, harmony of contrasts, and colour perception — luminosity and incandescence. Homework assignments are given. This course is recognized as an elective in post-secondary fashion programs.

Wed. 6 to 9 p.m. Kensington Campus
45 hours Fee: $56.25, *January 20 to April 27*

Esthetics — Skin and Beauty Care

FASH901

Prerequisite: Employment in the field or intention to seek employment.
Students are taught the basic biochemistry of the skin, its classification, abnormalities, and defects and learn to analyze skin conditions and suggest treatment. The muscles and bone structure of the head, face, neck and shoulders are reviewed for their relevance to facial massage and skin manipulations. Students also learn to analyze a number of available beauty products. Hands-on skills include: cleaning and deep-cleaning the skin, make-up application and removal, facial massage, eyebrow shaping, mask application and removal, cream application, waxing, manicure, pedicure, anti-wrinkle treatment, scalp treatment and colour analysis.

Tues. and Thurs. 6 to 9 p.m.
Kensington Campus
90 hours Fee: $112.50 Materials: $20.00
January 26 to May 5

Esthetics — Skin and Beauty Care II

FASH911

Prerequisite: FASH 901.
This course deals with theoretical concepts and hands-on experience on deep skin cleaning, paraffin masks, cellulitis, massage techniques and relaxation techniques. Instruction is also given on nail care and footcare, as well as on the use of herbs and organic ingredients in skin and beauty care and footcare. Students also practice make-up for special occasions.

Mon. and Wed. 6:30 to 9:30 p.m.
Kensington Campus
72 hours Fee: $90.00 Material Fee: $20.00
January 25 to April 12

Machine Knitting

Note: Students who complete all three courses (Basic, Intermediate and Advanced) would qualify for employment in the knitting industry.

Knitting by Machine (Basic)

CFT900

Learn the basic techniques of operating a knitting machine and producing a garment. Other concepts dealt with include: lace; tuck; skip and flair-isle techniques; producing a personal measurement chart; and different finishing methods.

Tues. or Thurs. 7 to 10 p.m.
Kensington Campus
30 hours Fee: $37.50 Equipment Fee: $20.00
January 19 or 21 to March 22 or 24

Knitting by Machine (Intermediate)

CFT901

Prerequisite: CFT 900 — Knitting by Machine.
Learn new techniques and further develop skills on the knitting machine by charting a variety of skirt styles in half-size samples. Other topics include: techniques of weaving by machine, introduction to the knit-leader and ribber attachments, and some garment finishing methods.

Mon. 7 to 10 p.m. Kensington Campus
30 hours Fee: $37.50 Equipment Fee: $20.00
January 18 to March 21

Knitting by Machine (Advanced)

CFT902

Prerequisites: CFT 900 — Knitting by Machine (Basic) and CFT 901 — Knitting by Machine (Intermediate).
Further develop your skills, especially in constructing finished items. Projects range from simple knits to elaborate designs that combine yarn with other materials. This course qualifies students for employment in the knitting industry.

Wed. 7 to 10 p.m. Kensington Campus
30 hours Fee: $37.50 Equipment Fee: $20.00
January 20 to March 23

Designing Machine Knitted Garments

CFT903

Prerequisite: Knitting by Machine (Advanced) — CFT 902 or equivalent.
Learn the techniques of designing machine knitted garments and produce a design for an ensemble of your choice. The instructor demonstrates patterns for sweaters, skirts and pants to assist students with their design projects. Other topics include: selection and characteristics of yarn and fibre, planning and presentation, graphing curves, using knit leader, charting, basic formulae and the specific formulae for calculating gores, round yokes, sizing and grading knit patterns.

Sat. 9 a.m. to noon Kensington Campus
30 hours Fee: $37.50 Material Fee: $10.00
January 23 to March 26

Fur and Leather

Fur and Leather Design

FUR545A

Learn to recognize differences in body characteristics and develop garments to fit individual clients. Techniques presented include: using pattern grading to alter the pattern, using a tape measure and translating the body measurements to the pattern, and helping clients select the appropriate style of collar, sleeve and body (i.e. box line, A-line, fitted, semi-fitted, etc.) for their body type.

Kensington Campus
60 hours Fee: $75.00 Materials: $10.00
By arrangement with the Fashion Department, 967-1212, ext. 4303 or 4336.

Fur Manufacturing Techniques (Elementary)

FUR544X

Prerequisite: Interview or employment in the fur industry. Learn to make fur coats, jackets, stoles and vests. Subjects covered include: using a fur knife to make straight, angle, tongue and groove cuts on different types of fur; using the fur machine; blocking with pins and staples; lining application; and finishing the garment. Students may purchase required pelts at cost and must supply their own hand tools.

Kensington Campus, 84 hours Fee: $105.00
By arrangement with the Fashion Department, 967-1212, ext. 4303 or 4336.

Leather Garment Manufacturing Techniques — Part 1

FASH910

Prerequisite: Ability to operate an industrial sewing machine.
Learn the techniques for producing leather and suede garments. Specific topics include: pattern arranging to suit skins; cutting and assembly skills; finishing and lining garments. Students supply their own materials and produce a garment of their choice.

Tues. 7 to 10 p.m. Kensington Campus
36 hours Fee: $45.00
January 19 to April 5

Industrial Sewing

Serger Machine

SEW542X

A special module (25 hours) for students completing the work in SEW 141X/151 in less than 240 hours. This course on operating sergers as used in Ontario apparel plants is also available for part-time students during regular classes. Students supply their own fabric.

Kensington Campus
30 hours Fee: $37.50 Equipment Fee: $15.00
By arrangement with the coordinator.

Blind Stitch Machine

SEW543X

A special module like SEW 542X on how to use the blind stitch machine used in Ontario apparel plants. Students supply their own fabric.

Kensington Campus
30 hours Fee: $37.50 Equipment Fee: $15.00
By arrangement with the coordinator.

Button-Hole and Button Sewer Machine

SEW544X

Prerequisite: Good eyesight and manual dexterity.
In a production setting, students learn to use a button-hole and button sewer machine as used in Ontario apparel plants. The course focuses on the dexterity needed for efficient machine operation and preventive maintenance as well as instruction in threading and manipulating the garments.

Kensington Campus
30 hours Fee: $37.50 Equipment Fee: $15.00
By arrangement with the coordinator.

NEW!

Upholstery Sewing Machine Repair

SEW900

Prerequisite: Employment in upholstery industry.
It will cover the characteristics, utilisation, fittings and drive, maintenance, lubrication and troubleshooting of the lockstitch-type upholstery sewing machine. Students will

also learn to dismantle the major components, replace parts as needed and rebuild the machine to perform at its full capacity.

Tues. 6 to 9 p.m. Kensington Campus
45 hours Fee: $56.25 Material Fee: $35.00
January 19 to April 26

Home Sewing

Mastering Your Home Sewing Machine

FASH 803

Learn the complete operation of a home sewing machine from sewing techniques to preventive maintenance, oiling and cleaning. Many procedures are covered including: needle insertion, winding the bobbin, threading, tension setting, minor adjustments to top and bottom tensions, setting width and stitch lengths, bar tack buttonholes on basic zig-zag machines, mastering speed control, starting, turning corners, straight seaming, and regulating the machine to accommodate fabrics of different weights, textures, special finishes, etc. Students must purchase a text book.

Thurs. 6 to 9 p.m. Kensington Campus
30 hours Fee: $75.00 Material Fee: $10.00
January 21 to March 24

Furniture

Furniture Upholstery

FURN 104X

Develop skills in re-upholstering and recovering furniture and building new furniture, starting with a frame. Techniques studied include: stripping upholstery from old furniture; re-stripping and applying springs to new furniture; the use of stuffings, felt and polyfoam to create appropriate shapes; cutting, matching and fitting fabrics; the use of power sewing machines to sew cushions, welts, etc.; and applying covering fabrics and trim.
Students supply own projects such as chairs, footstools and love seats.

Mon. and Wed. 6 to 9 p.m.
Kensington Campus, 60 hours Fee: $75.00
Materials: $25.00, *January 18 to March 23*

Cabinet Making – Elementary

CAR 900

An introduction to common hand and power tools used in home crafts, along with simple joinery methods and other techniques used in furniture and cabinet making. Acquire a basic knowledge of finer woodworking that should encourage you to proceed on your own home projects.

Tues. or Thurs. 7 to 10 p.m.
Kensington Campus
60 hours Fee: $130.00, *February 23 to July 5*

Hairdressing and Barbering

Barbering for Hairdressers

BARB 902

Prerequisite: Ontario Certificate of Qualification in hairstyling.
This course in men's haircutting emphasizes short hair and tapers and prepares the student to qualify for the government hairstyling test and hairstyling certificate. Techniques include: shaving, strapping, honing, facials, hairpieces and blow drying.

Mon. and Wed. 7 to 10 p.m.
Kensington Campus
60 hours Fee: $75.00 Materials: $20.00
January 18 to March 23

Ceramics

Certificate in Ceramics Techniques

Due to the increasing popularity of ceramics courses, the Ceramics Department has developed a program of five courses leading to a certificate in Ceramics Techniques. Successful completion of the five certificate courses (CER 900, CER 101X, CER 151X, CER 201X and CER 251X) will indicate the student's competence in hand building, throwing, glazing, decorating techniques, kiln technology and different firing procedures. Courses taken elsewhere can only be applied in lieu of CER 900.
All other courses must be taken at George Brown College, the materials fee provides two boxes of clay and all the glazes and decorative materials. Students must pay for any additional clay they use.

Basic Ceramics

CER 900

An introduction to ceramics including basic hand-building and forming, elementary wheel throwing techniques and basic wet clay decorations. Specific topics and methods presented include: constructing with slab and coil, cylinder and box construction, clay jointing; centering, opening and throwing methods, elementary shaping of cylinders and bowl forms, trimming, turning, finishing, slip brushing, banding, scraffito and impressing, glaze application, preparing bisque ware for glaze work and kiln stacking.

Sat. 9 a.m. to noon Casa Loma Campus
30 hours Fee: $37.50 Materials: $35.00
January 23 to March 26

Ceramics 1

CER 101X

This course introduces the student to a number of basic ceramic techniques in hand-building, throwing, decorating and glazing. Instruction is given in slab construction and joining with basic clay decoration including impress, scraffito and slip painting surface enrichment. Basic throwing operations are taught by making simple cylinders, mugs with handles and vases. Preparation of bisque ware for glazing and the use of oxide stains, brushing, dipping and glaze overlapping techniques are also taught. Theory in the course includes demonstration in each class and visual slide presentations.
Required work for the completion of the course: 6 mugs with handles, 2 vases, 1 slab pot, all glazed.

Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00 Materials: $35.00
January 19 to March 24

Ceramics 2

CER 151X

Prerequisite: CER 101X — Ceramics I.
Students further develop skills in wheel throwing, surface decoration, and glazing ceramics wares.
Course Content: Instruction is given in wheel throwing, turning and finishing of ceramic forms. The design theory of bowls and lidded jars, surface enrichment techniques with clay stamps, and wet clay including two-toned inlay with clay. Raised and low relief patterning. Glaze application methods using wax resit on glazes, stain banding, sponge stamping, glaze motifs. Throwing instruction is centered around opening and forming bowls – lipforms and foot shapes, tar forms and lids thrown of the hump. Theory in the course is included in demonstrations during each class and a visual slide presentation.
Required work for the completion of the course: 5 bowls – decorated, 5 lidded jars – decorated, using techniques demonstrated during the course.

Mon. and Wed. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials: $35.00
January 18 to March 23

Jewellery Arts

The following courses can be taken for personal enjoyment or professional development. Credits from courses with code numbers in the one, two, three, or four hundred series can be used towards a two- or three-year diploma in specialized Jewellery Arts programs. Please contact the Fashion Division for details.

Jewellery (Introduction)

JWL 160A

Prerequisite: Current employment in the industry or hobby.
Develop basic skills and techniques necessary in jewellery making while class projects familiarize you with the use of jewellery hand tools. Techniques covered include: cutting, filing, fitting, hand soldering, fitting parts to small tolerances, and finishing and polishing the completed project.

Mon. and Wed. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Equipment Fee: $20.00
March 7 to May 11

Jewellery (Refresher — Introduction)

JWL 160D

Prerequisite: JWL 160A— Jewellery — Introduction.
Course content: Work on designated projects to further develop skills in filing, sawing, cutting, soldering and fitting parts to small tolerances. Polishing and finishing techniques of completed projects.

Wed. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $37.50 Equipment Fee: $15.00
March 9 to May 11

Jewellery — Beginners (Casting—Refresher)

JWL 160E

Prerequisite: JWL 160B— Basic casting techniques. Students further developbasic casting skills as practised in the jewellery industry.
Course content: Further practice in cuttlefish and centrifugal casting with project designed to learn more complex skills. Introduction to rubbermould work and wax injection work. Students supply their own materials.

Tues.. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $37.50 Equipment Fee: $15.00
March 8 to May 10

Jewellery (Refresher — Intermediate)

JWL 160F

Prerequisite: JWL 160C — Jewellery — Intermediate.
Course content: Continuation of bench practices developed in JWL 160C. New projects designed to improve bench techniques and hand skills in jewellery making. Students supply their own materials.

Wed. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $37.50 Equipment Fee: $15.00
March 9 to May 11

Gem Setting

JWL 162X

Prerequisite: JWL 160A — Jewellery (Introduction) or equivalent.
Students are introduced to all facets of gem setting.
Course content: Tools, their selection and preparation for setting; types of gemsetting; preparation of settings – round, oval square, octagon; claw setting; preparation, securing the stone and finishing; star setting; preparation, execution and finishing. Students supply their own materials.

Mon. and Thurs. 7 to 10 p.m.
Casa Loma Campus, 30 hours, Fee: $37.50
Equipment Fee: $15.00, *March 7 to May 12*

Gem Setting (Refresher)

JWL 162D

Prerequisite: JWL 162X — Gem Setting.
Course content: Continuation of techniques learned in JWL 162X and additional experience in claw, bezel and star settings. Bead setting, pave setting, chanel setting and fancy cut setting are introduced and practiced. Students supply their own material.

Tues. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $37.50 Equipment Fee: $15.00
March 8 to May 10

Jewellery Making (Refresher — Silversmithing)

JWL 164D

Prerequisite: JWL 164X — Jewellery Making (Silversmithing).
Course content: Review of techniques with additional projects in raising and planishing. Student selects projects which require either additional skills or more refined basic skills with the approval of the instructor. Items other than jewellery may be produced. Students supply their own materials.

Tues. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $37.50 Equipment Fee: $15.00
March 8 to May 10

Jewellery Making (Refresher — Enamelling)

ENA 170D

Prerequisite: ENA 170X — Jewellery Making (Enamelling) or equivalent.
Students create jewellery items with enamel decoration.
Course content: Use of enamel in jewellery creations. More complex designs on small items such as rings, pendants, and broaches, enamel decorations on holloware. Students select their own projects with the approval of the instructor. Students supply their own materials.

Mon. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $37.50 Equipment Fee: $10.00
March 7 to May 9

Jewellery Design (Refresher)

DES 169D

Prerequisite DES 169X — Jewellery Design
Course content: Dot techniques and shape composition; size, direction, interval and proportions as variables; body ornaments produced in shade drawings; historical periods in jewellery design; geometry and asymmetry in jewellery design.

Tues. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $37.50 Equipment Fee: $10.00
March 8 to May 10

Gemmology I

GEM 167X

Prerequisite: Employment in the jewellery industry or hobby. Study the different physical characteristics of gemstones and the use of testing instruments. Topics discussed include: colours, crystal formation, natural shapes and cuts. This course leads to certification.

Mon. and Wed. 7 to 10 p.m., Casa Loma Campus, 60 hours, Fee: $75.00
Equipment Fee: $15.00
March 7 to May 11

Gemmology II (Intermediate)

GEM 267X

Prerequisite: GEM 167X — Gemmology I. Further study of gemstones as used in the jewellery industry and their identification using gemmological instruments. The course also examines the physical properties and chemical composition of precious stones, minerals and organic substances.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus, 60 hours, Fee: $75.00
Equipment Fee: $15.00
March 8 to May 12

Watchmaking

Basic Clock Repairing

WACH 903

Prerequisite: WACH 901 or proof of equivalent competency.
Course Content: Instruction is given in the disassembly, cleaning, assembly and minor adjustments of alarm clocks and other simple clocks without striking or chiming mechanisms. Rebushing, refinishing pivots and other skills from WACH 901 will be applied as necessary.

Mon. 7 to 10 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $20.00
February 24 to May 2

Hospitality

Certificate in Hospitality Management

The Hospitality/Tourism industry will be Canada's largest industry by the year 2000 and will require a large number of well-trained personnel. The following courses, each complete in itself, expose future industry leaders to different aspects of management. Successful completion of six of the following nine courses qualifies the student for a Certificate in Hospitality Management studies. These courses may also be applied for credit towards the full-time diploma in Hotel or Food and Beverage Management or Culinary Management. For information concerning the specific requirements for the certificate, phone 967-1212, ext. 4337.
A TEXTBOOK IS REQUIRED IN MOST COURSES.

Food Service Facilities — Planning and Design

FSF 900

Explains the stages in the development of a food service facility and the roles, compensations for and responsibilities of the professionals on the planning team: owner, operator, architect, food service designer, equipment contractor etc.
Assignments and case studies are used to present material.
Subjects covered include: management of conceptual and physical planning in the overall development of the facility, concept and program definition, principles of efficient design and layout, selection of equipment, interior design, capital costs, business practices of professional consultants and emerging trends in hospitality facilities.
Note: Enrolment is limited.

Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $15.00
(includes price of text)
January 18 to March 21

Purchasing for Hospitality

ACC 108X

By learning the fundamental principles of food and beverage purchasing, you can avoid costly errors and build a more profitable operation. This basic course deals with purchasing needs as determined by function, delivery, quantity and price.
Further topics of discussion include: purchasing specifications, making quantity decisions, basic inventory control and purchasing, selecting suppliers, determining prices, other costs in purchasing, purchasing procedures, value analysis, buying outside Canada, make vs. buy decisions and evaluating purchasing effectiveness.

Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $25.00
(includes price of text)
January 21 to March 24

Food and Beverage Cost Control

ACC 210X

Learn the food and beverage cost control techniques used by the hospitality industry from purchasing through receiving, storing, issuing, production to portion and revenue control. Topics emphasized include: yield testing, recipe pre-costing and interpreting cost control information. Pricing strategy and the relationship between sales volume and profitability are touched on.

Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $15.00
(includes price of text)
January 18 to March 21

Front Office Operation

HIND 222X

An in-depth study of Front Office procedures and analysis of the hotel-guest relationship from pre-arrival to departure. Specific topics include: hotel terminology, types of reservation controls, reception and credit procedures, operation of the NCR 4200 and 250, VP. guests and the impact of travel agencies on the hospitality industry.

Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00
January 21 to March 24

Hospitality Law and Insurance

LAW 204X

Provides students with a general understanding of the Canadian legal system as it pertains to the hospitality industry. This information allows the student to avoid legal difficulties for employees, customers and the organization. Topics include: origins and principles of the law, legal procedures, and the specific details of the law relating to the hospitality industry.

Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $30.00
(includes price of text)
January 18 to March 21

Hospitality Accounting

ACC 207X

Develops a working knowledge of the various areas essential to profitable financial management. Students determine the basic accounting data required by hospitality and tourism related operations and learn to use this information to improve the efficiency and profitability of the business. Individual sessions include: accounting: the language of business, special journals, the worksheet, financial statement analysis, rates analysis, break-even analysis, budgeting, cash management and internal control.

Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $20.00
(includes price of text)
January 20 to March 23

Hospitality Personnel

PERS 202X

Techniques for successfully managing the human resources of an organization and developing skills in manpower planning. Topics include: theories of the management process; planning, staffing, organizing, directing and controlling the workforce, compensation, motivation, training and development, job design and standards of performance.

Tues. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00
January 19 to March 22

Marketing for the Hospitality Industry

MARK 208X

Learn the elements of a successful marketing program, as well as how to deal with marketing problems and avoid errors that waste time, money and create unhappy customers. Specific topics include: the marketing mix — product, place, price, promotion and their effect on the customer, the sales department, advertising, public relations, the marketing plan, food and beverage marketing and menus, press relations and promotional material.

Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $10.00
(includes price of text)
January 20 to March 23

How to Start a Restaurant

SBM 900

An overview of the many areas of concern when planning and/or operating a new food service facility that are dealt with more specifically in the other courses in this series. The areas discussed include: developing a concept, defining the marketing strategy, menu planning, business organization, human resources, layout and design of the facility, financial planning, and controlling food, beverage and labour costs.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $15.00
January 21 to March 24

Kitchen Management

PUR 104X

Develop the skills needed to manage any type of kitchen. Students participate in the instructor's demonstrations of yield tests with a primal cut of beef and a multiple ingredient recipe. Other topics include: how to interpret simplified financial statements, classification of menus, culinary terminology, types of dining room services, pre-cost standardized recipes, how to calculate food costs, food sales, food cost percentage, and how to forecast annual sales and production requirements.

Tues. 6 to 9 p.m. St. James Campus
45 hours Fee: $56.25 Materials: $15.00
January 19 to April 26

Certificate in Haute Cuisine

This program is designed to meet the growing demand for people skilled in the preparation of fine food. Basic Small Quantity Food is the first of eight courses in the program and students learn to apply the principles of cooking to tested recipes under the guidance of professional chefs.
Further courses, in sequence, are: Basic Baking, Advanced Small Quantity Food, Advanced Baking, Appreciation of Wines, Chinese Cuisine (Dim Sum) and Chinese Cuisine (Cantonese). Each student receives a certificate of competence on satisfactory completion of each course and on completion of five courses will be awarded a certificate in Haute Cuisine.

Cooking

Small Quantity Food (Basic)

FP 730X

This introduction to the basic principles of cooking shows you how to take the raw products and create the basic requirements for classical dishes. Topics include: sauteing, broiling, stewing, cooking lean and fat fish, seafoods, vegetables, salads, garnishes, dressings and the use of herbs, spices and wines.
Mon., Tues., Wed. or Thurs. 6 to 10 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $100.00
February 1, 2, 3, 4 to May 9, 10, 11, 12

Small Quantity Food (Advanced)

FP 731X

Prerequisite: FP 730X — Small Quantity Food (Basic).
Apply your knowledge of cooking to the classical dishes of continental Europe. Learn to prepare a variety of famous dishes including: the French classics, Italian pastas, Spanish paellas, Russian coulibiacs, Scandinavian smorgasbords, German sauerbraten and beer soups, the shish kebabs of Turkey and Greece, the bouillabaisse of Marseilles, Indian curries, Japanese suki yaki and the nasi goreng of Indonesia.

Thurs. 6 to 10 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $140.00
February 4 to May 12

Vegetarian Cooking

F 835

An introduction to vegetarian cooking including identification and selection of raw food and the various cooking methods used eg. frying, steaming and grilling. Also learn the nutritional value of vegetarian products, how to plan menus and purchase in season.

Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $73.00 Materials: $44.00
January 19 to March 22

Chinese Cuisine (Cantonese)

F 901

Learn to cook and prepare food Cantonese-style. Techniques introduced include: handling Chinese cleavers and knives, using different types of woks, the cooking temperature for various foods; the use of flour, starches, oil and spices; preparing popular Cantonese sauces such as beef tenderloin sauce, sweet and sour sauces, barbecue sauce etc., and making several types of soup.
Students prepare about 17 different recipes themselves in the Chinese cuisine lab after the instructor demonstrates the proper method.

Mon. 6 to 10 p.m. St. James Campus
40 hours Fee: $80.00 Materials: $85.00
January 18 to March 21

Chinese Cuisine (Cantonese) Level II

NEW!

F 838

Prerequisite: Chinese Cuisine (Cantonese) F901.
This course is intended for those who have experienced the art of Cantonese cooking and wish to further their skills by adding new recipes. The new dishes range from seafood to poultry and beef, supplemented with a number of vegetables, noodles and rice and the appropriate sauces, cooked in the style that best complements the main dish.

Wed. 6 to 10 p.m.
St. James Campus
40 hours Fee: $80.00 Materials: $85.00
January 20 to March 23

Chinese Cuisine (Dim-Sum)

F 900

Learn to prepare a number of Dim-Sum style Chinese snacks. Among the recipes prepared are: hargar (marinating and making of shrimp paste), shao mai, won ton, simulated coral of crabs, deep fried sour dumplings, ginger and scallion soup, fan kwou, vegetarian fan kwou, ham shao kwok, sesame and lotus seed ball, steamed lotus paste, red bean paste buns, barbecue steamed buns, chicken buns, coconut pudding, sago pudding, agar-agar almond flavoured pudding, egg puffs and more.
Each of the dishes is first demonstrated by the chef instructor and then prepared by each student in the Chinese cooking lab.

Tues. 6 to 10 p.m. St. James Campus
40 hours Fee: $80.00 Materials: $85.00
January 19 tao March 22

Chinese Cuisine (Sichuan)

F 904

In this course the student is introduced to Sichuan style Chinese Cuisine. As with other styles, Sichuan Cuisine is unique in its treatments of chicken, pork, beef and seafood as well as a number of vegetables. Similarly, different ingredients and methods of preparation of Sichuan sauces will often change the flavour of a given recipe.
All food preparation is first demonstrated by the teacher and then prepared by students in the Chinese Cuisine Lab. Up to 20 different recipes are prepared during the 10-week course.

Thurs. 6 to 10 p.m. St. James Campus

40 hours Fee: $50.00 Materials: $85.00
January 21 to March 24

Junior Gourmet Cooking

F 815

Prerequisite: 10-18 years old and a desire to learn gourmet cooking.
Basic cooking techniques are introduced through 20 or more varied recipes. Students cover: soups, boning and cooking poultry, cleaning and cooking fish, egg dishes, frying, sauteing, stewing, roasting, braising, salad work, cold desserts, baking etc.

Sat. 9 a.m. to noon St. James Campus
30 hours Fee: $62.00 Materials: $41.00
January 23 to March 26

Junior Gourmet Cooking (Advanced)

F 819

Prerequisite: Junior Gourmet Basic F 815.
Course content: Students will further the skills and knowledge acquired in the basic course. All areas of the menu from appetizers to desserts will be covered with special emphasis placed on dishes from countries such as China, France, Italy, Germany, Austria, Spain, the South Pacific, England, Switzerland, and New Zealand. The students will engage in practical work to attain these skills.

Sat. 1 to 4 p.m. St. James Campus
30 hours Fee: $62.00 Materials: $30.00
January 23 to March 26

Baking

Baking (Basic)

BK 610X

Gain a practical knowledge of pastry doughs, choux paste, yeast dough, sponge goods, quick bread, custards, puddings and other types of desserts. Learn to prepare fresh apple pie, creamy desserts, fruit type desserts, yeast dough products, puff paste, cake (pastry), cheese pie, cookies and black forest cake.
Mon. or Thurs. 6 to 10 p.m.
St. James Campus
40 hours Fee: $90.00 Materials: $63.00
January 18 or 21 to March 21 or 24

Baking (Advanced)

BK 634X

Prerequisite: BK 610X — Basic Baking.
Develop advanced techniques of preparing pastry and desserts.
Students are taught the true art of French pastries and their presentation and learn to create patisserie masterpieces, flamboyant desserts, ice cream bombes, souffles, tortes and gateau.

Wed. 6 to 10 p.m. St. James Campus
40 hours Fee: $50.00 Materials: $73.00
January 20 to March 23

Cake Decorating

BK 639X

Learn the art of cake decoration and design and the practical techniques of cake and pastry decorating. Lectures, demonstrations and hands-on experience introduce the following techniques: piping, icing, modelling, preparing various decorator icings, free-hand piping, pattern tracing string work, ornaments, inscriptions, flowers, border designs, and working with marzipan, chocolate and rolled fondant.

Tues. or Wed. 7 to 10 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $25.00
January 19 or 20 to March 22 or 23

Junior Gourmet Baking

F 833

Prerequisite: 9-16 years old and a desire to learn gourmet baking.
An introduction to baking techniques, kitchen safety and food handling. Gain practical baking experience in the preparation of cookies, cakes, icing, tarts and breads.

Sat. 9 a.m. to noon St. James Campus
30 hours Fee: $62.00 Materials: $33.00
January 23 to March 26

Cookie Craft for the Professional Baker

BK 903

Prerequisite: Grade 8 minimum or equivalent in English and Mathematics.
Course content: In this course students learn to produce a variety of cookies by using different methods, i.e. all-in method, creaming method, whipping method and combination method. Some of the items produced are: cut out or sugar cookies, drop, short bread (roll-out and piped variety), florentine and lemon snaps, sandwich type, ice box type, sheet type, bar type, macaroons and seasonal type cookies. The theory is taught from 4 to 6 p.m. and the lab portion from 7 to 11 p.m. in each session. This course represents one of eight modules of the program of professional baking as developed by the Ministry of Colleges and Universities, Industrial Training Branch.

Tues. 4 to 6 p.m. and 7 to 11 p.m.
St. James Campus
114 hours Fee: $142.50 Materials: $156.00
March 8 to July 12

Pastry Craft for the Professional Baker

BK 904

Prerequisite: BK 903 — Cookie craft for the professional baker.
Course Content: The student prepares and mixes a variety of ingredients to produce several types of pies, tarts , choux paste products, Danish pastry, puff pastry and sponge mixes. In the theory portion she/he learns the importance of the 12 major baking ingredients. This requires individual research on colour, fruit, nuts, spices, chemical leavenings chocolate and dairy products. The theory part is taught from 4 to 6 p.m. and the lab from 7 to 11 p.m. each session. This course represents one of eight modules as developed by the Ministry of Colleges and Universities, Industrial Training Branch.

Thurs 4 to 6 p.m. and 7 to 11 p.m.
St. James Campus
114 hours Fee: $142.50 Materials: $160.00
March 10 to July 14

Patissier

This part-time program provides advanced training for bakers and pastry cooks in all aspects of cakes, pastries, decorating and specialty items required in the trade. This two-part program is divided into 10 units according to the patissier training profile developed by the Apprenticeship Branch of the Ontario Ministry of Colleges and Universities as an extension of the Junior Baker and Baker programs.

Patissier I (Baker, Branch 3, Apprentice)

F 649

Prerequisite: Certified journeyman baker or cook.
The following subjects are covered in Part I: specialty cakes, pastries, petit fours, decorating, desserts and almond paste.

Tues. 6 to 11 p.m. St. James Campus
85 hours Fee: $106.25 Materials: $164.75
January 19 to May 10

Wines and Spirits

Appreciation of Wines

F 902

Prerequisite: Over 19 years of age.
Develop a greater knowledge of wines from the different types and vintages to the selection of the correct wine for the menu. Students also discuss wine prices, handling, storage, glassware and serving temperatures. Taste evaluations of the more distinctive wines will be conducted by guest lecturers.

Mon. or Tues. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $95.00
January 18 or 19 to March 21 or 22

Advanced Wine Appreciation

F 903

Prerequisite: Appreciation of Wines F 902 and over 19 years of age.
Course Content: This course has been designed to familiarize students who already have a sense of wine appreciation, with "Grand Crus" from some of the world's vineyards such as France, Germany, Portugal, Spain and the U.S.A. Tasting and sampling will be the main part of the course.

Wed. 7 to 10 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $155.00
January 20 to March 23

Mixology (Cocktail Bartending)

BAR 503X

Learn to prepare the 30 most popular shaken, stirred and built drinks for use at home or as an introduction to the bartending profession. Each student works in a fully equipped individual bar.

Mon., Tues., Wed. or Thurs. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $60.00
(includes price of text)
January 18, 19, 20, 21 to March 21, 22, 23, 24

Dining Out: A Tour of Toronto Restaurants

F 831

Explore a number of ethnic cuisines as represented in some of the 4,000 or more restaurants in Metropolitan Toronto. For each night's outing, a different cuisine is selected from Toronto's European, Middle Eastern, Oriental, North and South American restaurants. Dinner is preceded by a short lecture on foods of the world or some background to that evening's cuisine. The tuition fee covers the cost of the teacher and administrative charges. Meals are chosen in the middle price range and are the student's responsibility, as are any incidental expenses.

Tues. 6 to 10 p.m , St. James Campus
20 hours Fee: $58.00
January 19 to February 16
March 8 to April 5

Community Services

Diploma and Certificate Programs

The Community Services Division at George Brown offers many diplomas and certificates on a part-time basis:

- Human Services Counsellor Diploma
- Child Care Worker Diploma
- Early Childhood Education Diploma
- Activation Coordinator Diploma
- Community Worker Diploma
- Human Services Management Post-Diploma Certificate
- Post-Diploma Program: Family Work
- Foster Parent Certificate
- Health Care Aide Certificate
- Educational Assistant Certificate

Program details follow.

Note: Courses leading to diplomas and certificates cannot be taken as single courses. Applicants must apply for full programs only.

Human Services Counsellor Diploma

This program is offered on a part-time basis for those unable to attend full-time.
Preference is given to students already employed in the human services field or a related area.
Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station "B", Toronto M5T 2T9, or by calling 967-1212, ext. 4220.

An admission interview is required. Details of registration are given to students after they are accepted into the program.
Preference is given to those taking the full requirement of four courses each term, excluding field practice. The requirements for the diploma must be completed within five years.
Courses on Wednesday are offered between 1 p.m. and 8:30 p.m.

The following courses must be completed in order to obtain the diploma:
Field Practice I
Human Growth and Behaviour I
Group Process I
Introduction to Basic Research Skills
Fieldwork Seminar I — Introduction to Human Services
Theory, Methods and Practice of Counselling I
Counselling Practice Laboratory
Field Practice II
Human Growth and Behaviour II
Group Process II
Theory, Methods and Practice of Counselling II
Ethics, Values and Professionalism
Research and Independent Studies
Research Methodology
Field Work Seminar II
Sociology
Cross Cultural Comparison
Life Skills Methodology I & II

Each student is also required to take two of the three available concentration courses. In the special studies courses, only the one course related to the student's major concentration is required.

Concentration Courses:
HUS 222X Basic Studies in Addictions
HUS 224X Basic Studies in Mental Health
HUS 226 Basic Studies in Criminal Justice

Special Studies Courses:
HUS 228X Special Studies in Addictions
HUS 230X Special Studies in Mental Health
HUS 232X Special Studies in Criminal Justice

This program does not accept new students during the winter term. To begin the program in September 1988, applicants should apply after January 15, 1988. Mail applications to: Admissions, St. James Campus, George Brown College, P.O. Box 1015, Station B, Toronto, Ontario, M5T 2T9

Child Care Worker Diploma

This program is offered on a part-time basis to those unable to attend full-time and are currently working full-time with emotionally disturbed children or troubled adolescents.
An admission interview is required. Details of registration are available to those accepted into the program.
Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station B, Toronto M5T 2T9. Telephone 967-1212, ext. 4220.
The requirements for the diploma must be completed within five years.
Courses are offered on Wednesday between 3 p.m. and 10 p.m.
The following courses must be completed in order to obtain the diploma: Field Practice
Human Growth and Development
Caring for the Disturbed Child I
Therapeutic Activities
Group Process
Interviewing and Counselling
Field Practice
Childhood Psychopathology
Caring for the Disturbed Child II
Treatment Philosophies
Organizational Development
Working with Families
Values, Ethics and Professionalism
Adolescence
Adolescence Role and Identity
Integration of Theory and Practice
Introductory Psychology
Introductory Sociology

This program does not accept new students during the winter term. To begin the program in September 1988, applicants should apply after January 15, 1988. Mail applications to: Admissions, Kensington Campus, George Brown College, P.O. Box 1015, Station B, Toronto, Ontario, M5T 2T9

Early Childhood Education Diploma

This program is offered on a part-time basis to those unable to attend full-time.
An admission interview is required. Details of registration are available to those accepted into the program.
Applications and information regarding this program may be obtained form Community Services, George Brown College, Box 1015, Station B, Toronto M5T 2T9. Telephone 967-1212, ext. 4220.
The requirements for the diploma must be completed within five years.
Courses are offered on Tuesday and Thursday evenings.
The following courses must be completed in order to obtain the diploma:
ECE 100X Infant and Child Development
ECE 101X Health and Nutrition
ECE 103X Interpersonal Communications
ECE 104X Principles of Day Care I
ECE 105X Art Education
ECE 113X Field Practice
ECE 114X Field Practice
ECE 116X Storytelling and Literature
ECE 117X Music
ECE 118X Parent Education I
ECE 200X Human Growth and Development
ECE 201X Children with Special Needs
ECE 202X Curriculum Development
ECE 203X Planning, Management and Legislation
ECE 204X History and Philosophy
ECE 206X Family Dynamics
ECE 207X Parent Education II
ECE 208X Professional Development
ECE 212X Field Practice
ECE 213X Field Practice
ECE 215X Movement and Drama
ECE 216X Science Experience
ECE 217X Principles of Day Care II
ENG 114X Language and Communications
SOC 106X Introductory Sociology
PSY 107X Introductory Psychology

Courses offered this term:

Field Practice

ECE 113X

An integral part of the program which is arranged on an individual basis with the program coordinator. Individual supervision and evaluation in selected day care settings provide an opportunity to observe and practice with infants and children.

Mon. to Fri., 160 hours Fee: $30.00

Principles of Day Care I

ECE 104X

A study of effective settings and programs for babies and children in early childhood centres. Examine the issues of what comprises "good" day care for infants, toddlers and preschoolers.

Tues. 6:30 to 8:30 p.m., Nightingale Campus
28 hours Fee: $35.00, *January 5 to April 5*

Parent Education I

ECE 118X

Provides a theoretical background in current methods of parenting. Learn how to work comfortably, effectively and professionally with the parents of day care children.

Tues. 6:30 to 8:30 p.m., Nightingale Campus
28 hours Fee: $35.00
January 5 to April 5

Human Growth and Development

ECE 200X

Prerequisite: ECE 100X - Infant and Child Develpment.
The behaviour and development of the child from age three through adolescence is studied. A variety of theories will be examined for their contribution to the understanding of human growth and development.

Tues. 6:30 to 9:30 p.m. Nightingale Campus
42 hours Fee: $52.50
January 5 to April 5

Children with Special Needs

ECE 201X

This course looks at the genetic and environmental factors that contribute to specific problems in child growth and development, to meet the special needs of children.

Thurs. 6:30 to 9:30 p.m.
Nightingale Campus 42 hours Fee: $52.50
January 7 to April 9

Planning, Management and Legislation

ECE 203X

A study of the resources and skills needed in setting up and managing a day care centre, starting with legal requirements, initial stages of planning and developing programs and progressing to final stages of financing, accounting and managing a day care operation.

Tues. 6:30 to 9:30 p.m. Nightingale Campus
42 hours Fee: $52.50
January 5 to April 5

Family Dynamics

ECE 206X

This course has been designed to facilitate the student in examining the theory and dynamics involved in understanding working with families. The course of study will be directed towards understanding family dynamics, which will include purposes, tasks, roles, relationships, communications patterns, disciplining and problem solving.

Thurs. 6:30 to 8:30 p.m.
Nightingale Campus
28 hours Fee: $35.00
January 7 to April 7

Professional Development

ECE 208X

This course is designed to meet two major objectives: exploring and examining the notion of "Professionalism" and facilitating the transition from student to employee.

Thurs. 6:30 to 8:30 p.m.
Nightingale Campus
28 hours Fee: $35.00
January 7 to April 7

Introductory Psychology

PSY 107X

This course will explore the various branches of psychology to provide the student with a basic understanding of human behaviour and how it applies to children in day centres.

Thurs. 6:30 to 8:30 p.m.
Nightingale Campus
28 hours Fee: $35.00
January 7 to April 7

Field Practice

ECE 114X

Prerequisite: ECE 113X — Field Practice.
An integral part of the program which is arranged on an individual basis with the program coordinator. Individual supervision and evaluation in selected day care settings provide an opportunity to observe and practice with infants and children.

Mon. to Fri., 160 hours Fee: $30.00

Field Practice

ECE 212X

Prerequisites: ECE 113X — Field Practice and ECE 114X — Field Practice.
An integral part of the program which is arranged on an individual basis with the program coordinator. Individual supervision and evaluation in selected day care settings provide an opportunity to observe and practice with infants and children.

Mon. to Fri., 160 hours Fee: $30.00

Field Practice

ECE 213X

An integral part of the program which is arranged on an individual basis with the program coordinator. Individual supervision and evaluation in selected day care settings provide an opportunity to observe and practice with infants and children.

Mon. to Fri., 160 hours Fee: $30.00

Activation Coordinator/ Gerontology Diploma

This part-time program provides training for those employed or seeking employment as activity programmers in institutions or community settings. Students gain the knowledge and skills needed to care for elderly and/or handicapped people.
An admission interview is required. Details of registration are made available to those accepted into the program.
Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station B, Toronto M5T 2T9. Telephone M. Gaffney at **967-1212**, ext. 4242.
Courses are offered Tuesday and Thursday between 2 p.m. and 9 p.m.
The following courses must be completed in order to obtain the diploma:
Semester I
GERI 101X Biology of Aging
ACT 104X Activity Planning
ENG 128X Communications
FLDP 101X Field Practice
FLDW 101X Field Seminar
Semester II
ACT 105X Use of Crafts and Hobbies
PSY 172X Introductory Psychology
ACT 102X Working with the Handicapped
ACT 103X Ambulation and Exercise
FLDP 111X Field Practice
FLDW 111X Field Seminar
Semester III
ACT 107X Group Process
ACT 106X Normalization and Remotivation
PSY 116X Introduction to Gerontology
FLDP 103X Field Practice
FLDW 103X Field Seminar
Semester IV
ACT 100X Growth and Development
PSY 205X Psycho-Geriatrics
SOC 172X Introductory Sociology
ACT 101X Community Resources
Semester V
PDE 201X Human Relations
FLDP 205X Field Work Practice
FLDW 205X Field Work Seminar
FLDW 113X Field Seminar
ACT 216X Therapeutic Programming
ACT 214X Counselling Skills
Semester VI
ACT 208X Assessment Skills
BUS 210X Organization and Management Skills
CS 200X Coordination Skills
FLDP 215X Field Practice
FLDW 215X Field Seminar

Courses offered this term:

Semester I

Crafts and Hobbies

ACT 105X

Practice a variety of crafts and hobby skills such as sewing, needlework and jewelelry making that are appropriate to the mental and physical capacities of the elderly and/or handicapped.

Tue. 6:30 to 8 p.m. Nightingale Campus
25.5 hours Fee: $31.85
January 5 to April 26

Working with the Handicapped

ACT 102X

Study and practice the skills necessary for working with the handicapped, including: safety, transfers, care during excursions, emergency first aid, and communicating with the communication impaired.

Tue. 3 to 4:30 p.m. Nightingale Campus
25.5 hours Fee: $31.85
January 5 to April 26

Ambulation and Exercise

ACT 103X

Through demonstration and practice, learn the skills necessary to promote and maintain fitness among both well and impaired elderly and handicapped people. Specific topics include: fitness; exercises for gross motor, fine motor, perceptual and locomotor skills, adaptations for specific handicaps, and the use of ambulation aids such as wheelchairs, walkers, canes and crutches. The rationale for working under professional direction is discussed.

Tue. 8 to 9:30 p.m. Nightingale Campus
25.5 hours Fee: $31.85
January 5 to April 26

Introductory Psychology
PSY172X

Introductory psychology is intended to introduce students to the basic tenents, schools of thought, and theories of psychology. In this course we will examine not only the things people do but why they do them, as well as looking at ourselves in relation to the world around us.

Tue. 4:30 to 6 p.m. Nightingale Campus
25.5 hours Fee: $31.85
January 5 to April 26

Field Work Seminar II
FLDW111X

Staff advisors meet with students in field practice to discuss common concerns and other issues encountered in field placements.

Tue. 2 to 3 p.m. Nightingale Campus
18 hours Fee: $21.25
January 5 to April 26

Field Practice II
FLDP111X

A prerequisite for Field Practice III.
Must be taken concurrently with fourth semester courses. See Field Practice I for description.

Nightingale Campus, 150 hours Fee: $25.00
Starts: Tuesday, January 5, 1988

FamilyWork

POST DIPLOMA PROGRAM

This post diploma program in Family Work is designed for working professionals who hold diplomas or degrees in a human service field and who are currently involved or wish to become involved in family work.

The program consists of four evening courses to be taken over a year — a total of 180 hours of instruction including 36 hours of clinical experience.

Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station B, Toronto M5T 2T9 or call **(416) 967-1212, ext. 4220.**

Growth and Development
ACT111X

An examination of normal physiological growth and development throughout the life cycle followed by a look at the biological changes that occur with aging.

Thurs. 4:30 to 6 p.m. Nightingale Campus
25.5 hours Fee: $31.85
January 7 to April 28

Introductory Sociology
SOC172X

Learn the basic concepts of sociology and use them to analyse the following aspects of Canadian society: intergroup relations, rural and urban communities, social classes, and social institutions.

Thurs. 3 to 4:30 p.m. Nightingale Campus
25.5 hours Fee: $31.85
Janaury 7 to April 28

Community Resources
ACT101X

Community Resources of potential assistance to the Activity Director working with the aged and/or handicapped and the means of effective use will be presented. The course will include relevant legislation, government services, health services, educational resources, community agencies, volunteers, other professions.

Thurs. 6:30 to 8 p.m., Nightingale Campus
25.5 hours Fee: $31.85
January 7 to April 28

Psycho-Geriatrics
PSY205X

A study of behavioural disturbances and dependencies particularly those common to the elderly. Topics covered include: chronic mental health problems, depression, anxiety, alcoholism and withdrawal, and dealing with death and dying.

Thurs. 8 to 9:30 p.m., Nightingale Campus
25.5 hours Fee: $31.85
January 7 to April 28

Field Work Seminar IV
FLDW113X

Prerequisite: FLDW 103X — Field Work Seminar.
Staff advisors meet with their students in field practice to discuss common concerns and explore issues raised in field placements. To be taken concurrently with Field Practice II.

Thurs. 2 to 3 p.m. Nightingale Campus
17 hours Fee: $21.25
January 7 to April 28

Field Practice IV
FLDP113X

Prerequisite: FLDP 103X — Field Practice. A prerequisite for Field Practice V.
Must be taken concurrently with Semester 6 courses but may be extended beyond that period. See Field Practice I for description.

Mon. to Fri. Nightingale Campus
150 hours Fee: $25.00
Starts: January 7

Organizational and Management Skills
BUS210X

Gain the organizational and management skills essential to the operation of an efficient program department. Topics include: budgeting, supervision techniques; writing reports, agendas, minutes and proposals, and conducting meetings.

Thurs. 1 to 3 p.m. Nightingale Campus
30 hours Fee: $37.50
February 4 to May 19

Coordinating Skills
CS200X

Learn to coordinate the use of resources and assist in dealing with residents, other staff members, volunteers and agencies. Topics covered include: teaching techniques; using audio-visual, educational and social resources; the recruitment, training and direction of volunteers, supervision of field placements, and agency liaison.

Thurs. 3 to 5 p.m. Nightingale Campus
30 hours Fee: $37.50
February 4 to May 19

Assessment Skills
ACT208X

Incorporates the skills of assessment of individual physical, social and emotional needs and interests followed by methods of adapting the environment, activities of daily living and program placement to meet individual needs. These skills can be practised as a team member under professional supervision.

Thurs. 5 to 7 p.m. Nightingale Campus
30 hours Fee: $37.50, *February 4 to May 19*

Field Practice VI
FLDP215X

See FLDP 113X for description.

Mon. to Fri., 150 hours Fee: $25.00
February 4 to May 19

Field Work Seminar
FLDW215X

Staff advisors meet with their students in field practice to discuss common concerns and explore issues raised in field placements. To be taken concurrently with Field Practice III.

Thurs. 7 to 8 p.m. Nightingale Campus
15 hours Fee: $18.75, *February 4 to May 19*

Community Worker Diploma

The part-time Community Worker program is primarily for persons already working in community work or the social services. It allows those with some prior experience to enhance their community development-related skills and knowledge. Community development is the process of assisting groups of people to understand and analyze their shared problems, and to plan and carry out effective actions towards resolving those problems. Typically, community workers act as resources to "grass-roots" groups attempting to build new institutions (or to encourage new responses) to meet social needs.
For further information on the Community Worker Diploma program, call Bob Luker at 967-1212, ext. 3418.

This program does not accept new students during the winter term. To begin the program in September 1988, applicants should apply after January 15, 1988. Mail applications to: Community Worker Program, Community Services, St. James Campus, George Brown College, P.O. Box 1015, Station B, Toronto, Ontario, M5T 2T9

Women's College Hospital & George Brown College announce the development of a collaborative program for Childbirth Educators

This Program is of interest to people who have completed post-secondary education and have a demonstrated interest in childbirth education and adult education. Its comprehensive approach to training is aimed at developing skills, knowledge and increased awareness of the childbirth and parenting experience.

Entrance requirements include:
- evidence of post-secondary training
- attendance at an interview/ information session
- a résumé

***For more information*, please call Jackie Salmona *at* 967-1212, ext. 4229.**

NEW

Childbirth Education — Module I
MATN900

Prerequisite: Letter of acceptance.
Corequisite: Module II.
This course is designed to introduce students to principles of childbirth education. Through a series of self-directed learning packages, supported by tutorials, students cover such things as: philosophies of childbirth education, values and beliefs of family-centered maternity care, emotional, physical, physiological, psychosexual and social processes of pregnancy. In addition, this initial module covers birth and the post partum period, maternal and infant nutrition, diagnostic testing technology, consumer-related issues and community resources. Module I is comprised of 8 self-directed learning packages and must be taken in conjunction with Module II which is comprised of tutorials and observations.

Thurs. 7 to 10 p.m. Nightingale Campus

NEW

Childbirth Education — Module II
MATN900

Corequisite: Module I
This course is designed to provide a vehicle for applying and integrating the content covered in Module I. It is comprised of a series of tutorials, observations and assignments.
Under the direction of faculty, students meet to review and discuss materials, plan and carry out observations, and begin to develop a comprehensive network of community resources.
Students are required to register for both Modules I and II.

Thurs. 7 to 10 p.m. Nightingale Campus
January 14 to April 21
Both courses: 120 hours; Fee: $150.00

Public Relations Strategy For Community Groups and Non-Profit Organizations
HS904

Designed for individuals involved in community work and/or non- profit organizations whose work requires an understanding of basic communication and public relations skills. The course covers media relations, advertising strategy, identification of markets, and the management of communication goals. Other topics include: writing news releases and newsletters, developing media contacts; advertising in newspapers, radio and television, telephone and direct mail campaigns, interviewing techniques, working with graphic artists and printers, and distributing information.

Wed. 6:30 to 8:30 p.m. Nightingale Campus
24 hours Fee: $30.00
January 13 to March 30

WANTED: WOMEN RE-ENTERING THE WORK FORCE

If you're a woman who has been out of work for three years or longer, and have a Grade 10 educational level with a working knowledge of English, you may qualify for the

PARACARE PROGRAM

This program certifies you as a Home Support and Health Care Aide and includes on-the-job training and academic upgrading.
Participants will have their fees paid and receive a training allowance.
This is a full-time, 36-week program.
Applications are now being accepted. For more information about the program please call Jo or Heather at 363-2591 between 9:00 a.m. and 4:00 p.m.
Individuals on social assistance or part-time income are welcome to apply.

A Job Re-entry project sponsored by Parachute Community Employment Centre in co-operation with George Brown College Foundation and Employment and Immigration Canada.

Health Care Aide Certificate

This program provides basic training for those who wish to work with patients in long-term or chronic care facilities. Under the supervision of a registered nurse, the health care aide provides personal care for the comfort and safety of residents and helps create a climate that promotes the optimal physical, social and emotional well-being of each resident. The Health Care Aide program was developed by and is recognized by the Ministry of Health, Ministry of Education and the Ministry of Community and Social Services.

Admission Requirements:
Grade 10 — mature persons 19 years of age and older with less than grade 10 are considered individually.
Facility with English.
A personal interview.

The program is 480 hours long and is offered part-time in both day and evening courses. Further details regarding registration and the structure of the program may be obtained from:
Health Care Aide Program
Community Services
George Brown College
P.O. Box 1015, Station "B"
Toronto, Ontario M5T 2T9
Telephone: 967-1212, M. Gaffney.

The following courses must be completed to obtain the certificate:
CARE 900 – Communications
CARE 901 – Biological Needs
CARE 903 – Social and Emotional Needs
CARE 908 – Clinical 1 (Personal Care)
CARE 909 – Clinical 2 (Activation)
CARE 910 – Clinical 3

Courses offered this term:

Communications
CARE 900

Promotes a better understanding of the cultural patterns and social values of people in institutions. The emphasis is on both verbal and non-verbal communication and the effective use of English.

Mon. 6 to 10 p.m. Nightingale Campus
36 hours Fee: $45.00
January 4 to February 29
March 28 to May 30

Certificate in E.C.E. Supervision and Administration

Administration and Management
ADM 901

Prerequisite: Currently working in an E.C.E. setting.
This course is the second part of a two-part certificate in Supervision and Administration. It is designed for those currently in supervisory positions, workers who often assume the role of acting supervisor, or those who would like to develop the skills needed to become a supervisor. Topics covered include: administrative and management theory, developing and implementing effective policies and practices, and short and long-term planning.

Thurs. 6:30 to 8:30 p.m.
Nightingale Campus, 24 hours Fee: $30.00
January 14 to March 31

Supervision and Professional Development
ADM 900

Prerequisite: Currently working in an E.C.E. setting.
This course is the first part of a two-part certificate in Supervision and Administration. E.C.E. personnel examine the dynamics of effective supervision and learn how to implement effective professional development practices. Topics covered include: planning individual and team development, designing training sessions, conducting training programs, assessing needs, accessing professional development resources, developing or refining interviewing skills, and developing and implementing performance evaluations.

Thurs. 6:30 to 8:30 p.m.
Nightingale Campus
24 hours Fee: $30.00
Fall 1988

Biological Needs
CARE 901

An introduction to normal body processes and the physical changes which occur throughout a person's life. Nutritional requirements are discussed with special reference to the needs of the elderly.

Wed. 6 to 10 p.m. Nightingale Campus
36 hours Fee: $45.00
January 6 to March 2, March 30 to May 25

Social and Emotional Needs
CARE 903

Examine the basic social and emotional needs of individuals to help understand the emotional and mental changes that occur with aging and institutionalization.

Tues. 6 to 10 p.m. Nightingale Campus
36 hours Fee: $45.00
January 5 to March 1, March 29 to May 24

Clinical I (Personal Care)
CARE 908

Learn the basic principles of care with the emphasis on the needs of residents in a variety of institutional facilities. The course is a combination of theory, demonstrations, and practical work.

Mon. 6 to 10 p.m. Nightingale Campus
56 hours Fee: $70.00
January 4 to March 14, March 28 to June 6

Clinical II (Activation)
CARE 909

Methods of remotivation and minimizing the disabling effects of aging and chronic disease are demonstrated and practiced. Learn how to apply these skills in a variety of situations.

Thurs. 6: to 10 p.m. Nightingale Campus
36 hours Fee: $45.00
January 7 to March 3, March 31 to May 26

Post Diploma Certificate in Human Services Management

This program provides managers and supervisors in human services with a better knowledge and appreciation of their roles and responsibilities and prepares non-management staff for career advancement.

The understanding of the management process will be related to working situations. Emphasis will be placed on the acquisition of skills using both experimental and lecture formats.

Entry Requirements:
To be accepted into the program, applicants must:
• Have completed a post-secondary diploma-level program in the area of human services (or equivalent).
• Have completed a minimum of two years employment in a human services agency.
• Be in a supervisory or management position or be on staff at an agency and wish to prepare themselves for promotion.

Participants must complete the required course and five electives in order to obtain the certificate.

Required:
HSE 410 Management Context and Techniques
September 21 to Dec. 14, 5:30 to 8 p.m.

Electives:
HSE 411 Structure Politics and Dynamics of the Organization
March 28 to June 20, 5:30 to 8 p.m.

HSE 413 Funding and Fund Raising
January 4 to March 21, 8 to 10:30 p.m.

HSE 415 Personnel Practices
January 4 to March 21, 5:30 to 8 p.m.

HSE 416 Board, Agency and Community Relations
September 24 to December 14
8 to 10:30 p.m.

HSE 418 Financial Management
March 28 to June 20, 8 to 10:30 p.m.

Fee: $37.50 per course.
Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station B, Toronto M5T 2T9 or (416) 967-1212, ext. 4420.

Clinical III
CARE 910

Students are placed in an institutional setting to further develop the skills needed by a health care aide. Those who can document competency through employment experience are eligible to apply for exemption from this course.

Mon. to Fri., 200 hours Fee: $35.00
March 14 to April 22, June 13 to July 15

Educational Assistant Certificate

This series of courses is designed only for educational assistants currently employed by a board of education. The objective is to provide educational assistants with the fundamental practical skills and theoretical concepts to assist them in their classroom work with children.
Applications and information may be obtained from:
Community Services
George Brown College
Box 1015, Station "B"
Toronto, Ontario M5T 2T9
Tel. 967-1212.

The following courses must be completed successfully to obtain the certificate:
EA 900 – Child Development
EA 901 – The School and the Community
EA 902 – Language and Listening Skills
EA 904 – Classroom Practice
NEW COURSE TO BE ANNOUNCED
Courses are offered on Tuesdays between 5 and 8:30 p.m.

Language and Listening Skills
EA 902

This course examines the basic stages of language development and emphasizes the acquisition of skills which promote language and listening ability for both normal and exceptional children.

Tues. 5 to 8:30 p.m.
Nightingale Campus
22.5 hours
Fee: $28.00
January 5 to February 23

Incest and Child Sexual Abuse: Social Counselling Issues
HS 801

An introduction for interested professionals to the issues relevant to incest and the sexual abuse of children. Gain a woman-centred understanding of the nature, causes, and effects of child sexual abuse. A variety of conventional and alternative therapeutic interventions and strategies are discussed. For more information about this course, call 967-1212, ext. 4220.

Tue. 7 to 10 p.m. Nightingale Campus
27 hours (9 – 3 hour workshops)
Fee: $90.00
April 5 to May 31

Certificate Course in Counselling skills for Immigrant Settlement Workers

NEW

George Brown's Community Services Department and the Ontario Council of Agencies Serving Immigrants (OCASI), through funding from the Ministry of Citizenship and Culture, are planning a 6-day course designed to improve the counselling skills of settlement and community workers working with immigrants and refugees.

The course focuses on developing a range of specific assessment and counselling skills in a cross-cultural setting and heightening awareness of immigrants' needs in the counselling relationship.
Preference will be given to applicants presently working with immigrants and refugees.

For more information about the course, (scheduled to run from March to April, 1988) call the Coordinator of the Settlement Workers' Counselling Skills Training Course at OCASI: ***657-8777.***

Certificate in Liberal Studies

Grasp the long arm of the law, the inner-workings of the human mind, or the riddles and answers of philosophy with our Certificate in Liberal Studies. Choose from courses in psychology, sociology, philosophy, law, ethics and women's studies. Discuss with academics and lawyers the perplexing issues that face us as individuals and as a society.
After the satisfactory completion of each course, students will receive a certificate of competence, and on completion of six courses will receive a certificate in Liberal Studies. With the approval of the department, courses chosen among those offered in Communications, Creative Writing or French may be substituted for some of the Liberal Studies courses.
These courses may be used to fulfill elective requirements in the General Arts and Science Diploma Program.
For more information, please phone 967-1212, ext. 3377.

Four courses, PSY 907, PSY 908, SOC 101X and SOC 204X are equivalent to courses offered in post-secondary day programs in business, technology and nursing. Students who plan to take one of these courses for full-time credit must obtain approval from the Chairperson of English and Liberal Studies or a designated coordinator.

Psychology — An Introduction

PSY 907

This course looks at the "why" of human behaviour. It offers the student an introduction to personality theories and therapies. Human experience in terms of sensation, perception and states of consciousness is covered. Other dimensions of behaviour included are motivation and emotion, learning and thinking, sex roles, and attitudes.

Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50
January 14 to April 14

Psychology in the Workplace

PSY 908

In this course, basic principles of psychology are applied to the work setting. Topics discussed include personality and work, the motivation to work, working in groups, social skills and work, working in organizations, work in different cultures, job satisfaction. This is a basic course in applied psychology suitable for career-motivated managers in any occupation or for those contemplating a supervisory position.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50
January 19 to April 19

Sociology

Introductory Sociology

SOC 101X

Prerequisite: Grade 12 or equivalent.
This course introduces students to the sociological perspective and uses it to explore the nature of modern industrial society, with an emphasis on Canada. The course examines the basic problems of social order and social change in terms of such topic areas as the changing family, bureaucratic organization, class structure, culture within mass society, deviance and social control.

Thurs. 6:30 to 9:30 p.m.
St. James Campus
45 hours Fee: $56.25
January 14 to April 21

Ethical Decision-Making

ELS 921

This course is designed as an introduction to moral philosophy. It is comprised of three parts: skills, theories, and applications. Initially, skills required to reason morally are developed. Secondly, theories which can inform ethical judgment are covered. Thirdly, skills and theories are applied to contemporary issues involving social and moral controversy (eg., sexuality, genetics, abortion, war, business practice and capital punishment). Discussion and debate are encouraged.
At the first class, materials will be available for which the fee is $15.00.

Tues. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50
January 19 to April 19

Native Peoples and Canadian Society

ELS 917

The history of Native peoples in their relations with Europeans has been largely neglected by traditional Canadian history courses. This course offers new insights into that relationship and hence into Canadian history. Through lectures, readings and class discussions, the course focuses on the social, economic and political interactions, both past and present, that have shaped the relationships between Indians and the predominant Canadian society.

Wed. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50
January 20 to April 20

Philosophy

Introductory Philosophy

ELS 922

Prerequisite: Grade 12 or equivalent.
This course serves as an introduction to philosophy. Its main focus is on theories of human nature. The ideas of Plato, Sartre, Marx, Skinner, Nietzsche, Kierkegaard, Freud, and others are analyzed, discussed, and evaluated. Also covered in this course are social philosophy, ethics, aesthetics, epistemology, and the philosophy of religion.

Thurs. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50
January 21 to April 21

Law

Law in Society

ENG 911

Prerequisite: Grade 12 or equivalent.
This course provides the student with a better understanding of how the law works in the context of modern society, reviews societal structures, groups and institutions that shape modern life, and examines practical issues relating to Canadian law. It includes an overview of the Canadian legal system with some reference to controversial issues; for example, matrimonial law. Given the growing complexity of society, and the resultant need to understand and cope with social change, this course offers a career-bound individual a valuable legal and sociological perspective.
Instructor: Bill Halkiw, Toronto lawyer and sociologist.

Thurs. 6:30 to 9: 30 p.m.
St. James Campus
42 hours Fee: $52.50
January 21 to April 21

A Workshop for Women: Your Business Matters

ENG 800

More and more women are starting up their own businesses with great success. In this course students are guided through the intricacies of starting a small business with emphasis on avoiding the pitfalls. Various aspects of starting up a business on a budget are discussed, including reasons for considering self-employment, types of business structures, sources of funding, approaching a bank, marketing the business, choosing a location, leases and bylaws, finding supplies, hiring personnel, advertising, bookkeeping and income tax. Students receive an invaluable package to assist them in making decisions about their future business.

Sat. 9:30 a.m. to 4:30 p.m.
St. James Campus
6 hours Fee: $22.00
February 6

Of Interest To Women

Women in Society

SOC 204X

Prerequisite: Grade 12 or equivalent.
In this course students explore and evaluate some of the main issues of the women's movement past and present. Why is inequality so entrenched and in what ways are the sexes truly different? These questions keep emerging in the various topics about women in the workforce and in the family: equal opportunity, day care, sexual harassment, love relationships, health care, and violence.
Classes are conducted in seminar format, with presentations, some films and discussion. Students are encouraged to reflect upon their own feelings about women in Canadian society.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50
January 19 to April 19

Personal Money Management for Women

ENG 914

This course is for anyone who wishes to take charge of her own finances but is confused about how to start.
Students are given tools to analyze their present financial situation and a step-by-step approach for building a secure future — even if they have only a little money with which to begin. Students gain hands-on experience with record keeping and planning. Investment tools such as real estate, mutual funds, stocks and bonds, as well as myths about money, are discussed.

Wed. 6:30 to 9:30 p.m.
St. James Campus
42 hours Fee: $52.50
January 13 to April 13

Images of Women in Film and Literature

ENG 915

As the concept of woman changes, it is important to both men and women to examine the choices, problems and challenges that have faced and are facing women. In this course, participants consider works by and about women and think about a wide range of female characters as they are shown in literature and films. From an examination of theme, character development, plot, writing style and literary devices, participants come to a better understanding of women in literature and of their image as portrayed in film.

Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50
January 14 to April 14

Mathematics and Science

For more information about Mathematics and Science courses, please call 967-1212, ext. 2481.

Mathematics I

MATH 100X

The fundamental concepts and operations of arithmetic and algebra are introduced. Further topics covered include: functions and graphs, trigonometric functions, linear equations, algebraic factoring, fractions, quadratic equations, oblique triangles, systems of linear equations, exponents and radicals.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus
90 hours Fee: $112.50
January 19 to April 28

Mathematics II

MATH 200X

Prerequisite: MATH 100X — Mathematics I or equivalent.
Subjects include: binomial theorem, trigonometry, analytic geometry, differential calculus and integral calculus.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus
90 hours Fee: $112.50
January 19 to April 28

Trade Calculations

MATH 605

A study of whole numbers, fractions, decimals and percentages as applied to trade problems. Other subjects include: square root calculations, the Pythagorean theorem, solutions of triangles; calculations involving circles, triangles, compound areas and volumes, manipulation of trade formulae, plane geometry applied to trade problems, mensuration, graphs, charts and trade estimating, ratio, proportion and variation.

Mon. and Wed. 7 to 10 p.m.
Casa Loma Campus
90 hours Fee: $112.50
January 18 to April 27

Medical Terminology I

ANAT 100X

An introduction to the terminology of the normal structure and functions of the various body systems as well as that of disease states. Students are also given an overview of hospital charting practices including pertinent abbreviations.

Tues. 7 to 10 p.m. Casa Loma Campus
30 hours Fee $37.50
January 19 to March 22

Physics

Physics I

PHY 100X

Prerequisite: MATH 100X — Mathematics I (prior to or concurrent with Physics I).
This course covers the following topics: S.I. units, accuracy and error, properties of matter, work, energy and power, hydrostatic pressure, hydrostatic forces, Pascal's Law, Archimedes' Principle, earth pressures, viscosity, fluid flow, Bernoulli's Equation, heat and temperature, expansion of solids, liquids and gases, calorimetry, heat transfer, optics, illumination, wave motion, sound and acoustics.

Mon. and Wed. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $75.00
January 18 to March 23

Real Estate

Day Classes: Daytime classes start continuously; adjustments are made for holidays. Registration is held Monday to Friday from 8:00 a.m. to 4:00 p.m. at 258 Adelaide Street East.

Evening Classes: Classes are held Mondays and Wednesdays, or Tuesdays and Thursdays. They also start continuously.

For day and evening schedules and additional information about real estate courses call 362-8522 or 362-8523.

An Introduction to Real Estate — Segment I

RE900A

This course covers the following topics: investing in real estate, deciding to own or rent, how much should you pay, financing a purchase, government financing plans, benefits and services of a broker, a career in real estate, the relationship between principal and agent and the typical real estate transaction.

Mon. to Fri. Day: 8:30 a.m. to 3:30 p.m.
Night: 6:30 to 9:30 p.m. St. James Campus, 258 Adelaide Street East. 30 hours Fee: $160.00 includes text and exam fee.
Dates: Continuous

Registration for the following Segment II classes must be completed by 9:30 a.m. of the first day of class and by 6:30 p.m. of the first evening class. After 9:30 a.m./6:30 p.m., any available seats will be given to people on waiting lists.

An Introduction to Real Estate — Segment II

RE900B

Prerequisite: Evidence of completion of Segment I and 75 % pass mark on the examination in Segment I.
After an introduction, this course covers the following topics: real estate and the economy, the Real Estate and Business Brokers Act, the broker and salesperson relationship, ethics, municipal regulations, subdivision control, an introduction to land descriptions, construction, evaluation, advertising, mortgages, agency law, statutes affecting the real estate business, parties to contract, contract law, agreement of purchase and the sale.

Mon. to Fri. Day: 8:30 a.m. to 3:30 p.m.
Night: 6:30 to 9:30 p.m. St. James Campus, 258 Adelaide Street East. 60 hours Fee: $235.00 includes text and exam fee.
Dates: Continuous

Registration for the following Segment III classes must be completed by 9:30 a.m. of the first day of class and by 6:30 p.m. of the first evening class. After 9:30 a.m./6:30 p.m., any available seats will be given to people on waiting lists.

An Introduction to Real Estate — Segment III

RE900C

Prerequisite: Evidence of completion of Segment II and 75 % pass mark on the examination in Segment II.
This segment uses case studies to illustrate some of the practical situations students encounter day-to-day in a real estate operation.

Mon. to Fri. Day: 8:30 a.m. to 3:30 p.m.
Night: 6:30 to 9:30 p.m. St. James Campus, 258 Adelaide Street East
60 hours Fee: $250.00 includes text and exam fee.
Dates: Continuous

Certificate Program

The full Certificate Program involves completion of three mandatory subjects: Real Property Law, Principles of Appraisal, and Principles of Mortgage Financing.
Plus the completion of one elective chosen from: Principles of Property Management; Principles of I.C. & I.; Real Estate; or Rural, Recreation and Agricultural Real Estate.

Mandatory Courses:

Principles of Mortgage Financing

RE902

This course deals with mortgage terminology, mortgages as an investment, the mortgage market, types of mortgages and lenders, the needs of the borrower and the lender, submitting a mortgage application, the role of secondary financing, mortgage specialties and property appraisals.

Tuesday, Wednesday and Thursday
Day: 8:30 a.m. to 4:30 p.m.
Night: 6 to 10 p.m. St. James Campus, 258 Adelaide Street East
40 hours Fee: $200.00 includes text and exam fee.
Dates: Continuous

Principles of Appraisal

RE903

Learn the purposes and functions of real estate appraisal. Specific subjects include: the nature of real property value, legal aspects of real estate, the appraisal process, general area and neighbourhood trends, site analysis, site valuation and problems, introduction to appraising subdivisions, how to inspect and measure a property, building materials and equipment, architectural styles and their functional utility, estimating building costs, accrued depreciation, problems with the cost approach (land and building valuation), introduction to direct sales comparison (market data approach), introduction to the income approach, correlation and final estimate of value, and a course review.

Tuesday, Wednesday and Thursday
Day: 8:30 a.m. to 4:30 p.m.
Night: 6 to 10 p.m. St. James Campus, 258 Adelaide Street East
40 hours Fee: $200.00 includes text and exam fee.
Dates: Continuous

Industrial, Commercial and Investment

RE904

Subjects dealt with include: the scope of the commercial investment field, planning and zoning in the municipality, development of the region, feasibility studies, office buildings and shopping centres from both the developer's and the tenant's viewpoint, apartment buildings, ownership versus leasing of co-operatives and condominiums, comparison of the types of investment and the legal and tax problems involved, syndication, the Real Estate and Business Brokers Act and the Bulk Sales Act as they relate to selling a business, and financing commercial projects from the viewpoint of both the lender and the borrower.

Tuesday, Wednesday and Thursday
Day: 8:30 a.m. to 4:30 p.m.
Night: 6 to 10 p.m. St. James Campus, 258 Adelaide Street East
40 hours Fee: $200.00 includes text and exam fee.
Dates: Continuous

Real Property Law

RE905

After a history of real property law, topics covered include:the rights and limitations of ownership, estates in land, interests less than estates, leases, covenants, transfer of land interests, the role of the real estate agent, mortgage law, contract law, use of real estate forms, the lawyer and the agent, the Real Estate and Business Brokers Act, Condominium Act, Planning Act, Income Tax Act, Land Speculation Act, Land Transfer Act, and a course review.

Tuesday, Wednesday and Thursday
Day: 8:30 a.m. to 4:30 p.m.
Night: 6 to 10 p.m. St. James Campus, 258 Adelaide Street East
40 hours Fee: $200.00 includes text and exam fee.
Dates: Continuous

TREB Computer Education Course

PRGM702

Prerequisite: Member of the Toronto Real Estate Board.
This course was developed by the Toronto Real Estate Board and George Brown College to train agents and brokers to independently access the TREB computerized listing database.
The course will cover the following topics: introduction to the TREB On-Line System; Signing On; Signing Off; Open Houses; Hot Sheets; Search Active/Sold/Expired Listings; Search by Address.

Tues. or Thurs.
9 a.m. to noon and 1 to 4 p.m. (one hour lunch)
Casa Loma Campus
6 hours Fee: $55.00

TREB — Introduction to Microcomputers

PRGM701

Prerequisite: Member of the Toronto Real Estate Board.
This course is a hands-on microcomputer introduction to the following topics: basic components of microcomputer hardware and software with associated terminology; types of software – systems and applications; Disk Operating System (DOS); integrated productivity software including word processing, telecommunications, database, spreadsheet and graphics; and hardware and software trends.

Mon. 9 a.m. to noon and 1 to 4 p.m.
Casa Loma Campus
6 hours Fee: $55.00

TREB — Advanced On-Line System (CMA and IC&I)

PRGM703

Prerequisite: Member of the Toronto Real Estate Board.
The course is designed for those who have mastered the basic database service. The introduction involves a review for accessing the database system and examines efficient ways of moving about the records and files. The focus of the course is on C.M.A. (Comparative Market Analysis) and I.C. & I. (Industrial and Commercial) listings. Such investigations include setting up personal sub-districts for searching solds, actives, expireds. Comparative pricing of the housing market. Setting ranges for property and business searches for size and pricing. A "hands-on" approach throughout the day is utilized.

Fri. 9 a.m. to noon and 1 to 4 p.m.
Casa Loma Campus. 6 hours Fee: $55.00

For more information and registration, contact the Education Department, the Toronto Real Estate Board at 443-8149.

Theatre Arts

Acting

Two levels of Acting are offered for two terms of eight weeks each, six hours per week in the Theatre Department at 530 King St. East (at River St.). All students must attend an orientation session one week prior to the start of each term. This enables the teachers to place students in the class most suited to their level.

Orientation and Registration: Monday, 4 p.m., *January 11*
Classes Begin: January 18

Acting (Level 1)

THEA900

Exploratory exercises and improvisations designed to make novice actors aware of themselves and their abilities.

7 to 10 p.m. twice weekly 530 King St. E.
48 hours Fee: $60.00

Acting (Level 2)

THEA901

Students are involved in text study, scene work, solo material and preparation of audition speeches.

7 to 10 p.m. twice weekly 530 King St. E.
48 hours Fee: $60.00

For more information, please call 967-1212, ext. 3201 or 3202

Acting for Film &Television (Basic)

THEA934

Get practical on-camera experience in a variety of comedy and dramatic scenes. Special topics are introduced each night, such as: blocking, retakes, timing, emotion, presence, confidence and intensity. Classes are held in the video studio, Casa Loma Campus.

Tues. or Wed. 7 to 9:30 p.m.
Casa Loma Campus
25 hours Fee: $31.25
January 19 or 20 to March 22 or 23

Acting for Film and Television (Intermediate)

THEA936

Prerequisite: Acting for Film and Television (Basic) or equivalent.
Develop concentration, intensity, confidence and character range through on-camera workshops. Students select individual study pieces that are close to their character range.

Fri. 7 to 9:30 p.m. Casa Loma Campus
25 hours Fee: $31.25
January 22 to March 25

Acting for Film and Television (Advanced)

THEA938

Prerequisite: Professional acting experience. Professional level actors perform scenes on camera with other committed actors and analyze their performance on playback. The classes emphasize building a character and understanding what makes certain film and television characterizations work over long periods of time.

Thurs. 7 to 9:30 p.m. Casa Loma Campus
25 hours Fee: $31.25
January 21 to March 24

For more information about the Acting for Film and Television series, please call 967-1212, ext. 2482.

The Big Picture: An Introduction to Film Appreciation

For course information, please see page 11.

The George Brown College

School of Dance

Lois Smith, Artistic Director

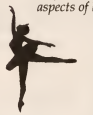
Complete ballet programs for both pre-professional and recreational students.
Winter Term February 1, 1988 to June 11, 1988
Audition for Junior and Senior Divisions arranged by appointment

Under the artistic direction of Lois Smith, former Prima Ballerina with the National Ballet of Canada, the School of Dance endeavours to provide comprehensive dance training to its professional, pre-professional and non-professional students. Although classes in other dance idioms are provided, the School is primarily ballet oriented.
The Continuing Education wing of the school encompasses our Children's (pre-professional), Adults' (non-professional) and Summer Schools.

Junior Division
For students aged 6 to 13, the Junior Division provides creative movement classes for its very youngest children. More formal ballet training begins by age 9, when students attend classes 2 or more times per week. Ballet classes are taught in a carefully graded curriculum drawing on Cecchetti, Royal Academy of Dance, Bournonville and Russian techniques.

Senior Division
Designed for more advanced students, aged 14 to 18 years, this division encompasses all the pre-professional levels. Pre-professional students attend classes up to six days per week and in addition to their daily ballet classes, study other dance forms such as modern, jazz or character, depending on their level. Students in the upper levels, (Elementary and Intermediate) may also prepare for the standard Cecchetti examinations.

Adult Divisions
These courses are designed for adults and non-professionals who wish to combine meaningful exercise with a deeper understanding of the technical aspects of ballet.



Classes are offered in the evening at various times throughout the week at the beginner through advanced level.

For more information about George Brown's School of Dance, Please Call 363-9945.

HOW TO REGISTER

George Brown College makes it easy for you to register by offering two convenient methods of registration. Register as soon as possible because enrolment is limited and registrations are accepted on a first-come, first-served basis.

In Person

For courses offered at Nightingale Campus and Casa Loma Campus, register at Casa Loma Admissions Office.
For courses offered at College St. Campus and Kensington Campus, register at Kensington Admissions Office.
For courses offered at St. James Campus, register at the St. James Admissions Office.
Check the back cover of this directory for the campus' office hours.
Bring along your social insurance number.
You can pay by cash, money order, personal cheque or VISA.
Post-dated cheques are not accepted.
Full payment is due at the time of registration.

Mail Registration

Mail-in registrations must be received by the College at least three weeks before the course starts.
Avoid registration line-ups through George Brown's easy and convenient mail-in registration process:

- Please use the registration form on page 108.
- Include full payment (tuition and any applicable material fees) by money order, personal cheque, or VISA.
- Write the name of the campus where the course will be held on both the registration form and the envelope.
- Print your name, course title and course code on the back of the cheque or money order.

Mail the completed form to:

• _____ Campus
(insert campus for your course here)
Part-Time Courses
George Brown College
P.O. Box 1015, Station B
Toronto, Ontario
M5T 2T9

Admission Requirements

You must be 19 years old by the day your course starts. Exceptions are the special courses offered for children.
Foreign students who are not Canadian Citizens or Permanent Resident must obtain permission to register from Employment and Immigration Canada and present a Student Authorization at the time of registration.

Confirmation of Registration

Registrations are accepted on a first-come, first-served basis. Receipt of registration form by the College does not guarantee enrolment. Students registering in person will receive confirmation when they register.
If you register by mail, your registration will be confirmed by mail, time permitting.
If the course you wanted is cancelled or full, you will be telephoned or notified by mail before classes begin.
You should go to the first evening of class unless you hear otherwise.

Fee Receipts

A registration receipt bearing a cash register imprint is your official income tax receipt and must be presented for admission into class, and for transfers or withdrawals.
Mail-in registrants will receive their receipts at the first scheduled class of their course, or through the mail if time permits.
Duplicate or replacement receipts will not be issued.
Materials fees are not eligible for tax deduction purposes.

Room Location

Rooms will be printed on registration forms for most in-person registrants.
Others should check the main lobby on the first night of class at the campus where their course is offered.
If you need help finding a room, go to the Campus Supervisor's Office.

GENERAL INFORMATION

Counselling

Counselling services at each campus will provide you with educational, vocational and personal counselling.
Normal office hours are 8:30 a.m. to 4 p.m.
A counsellor is also available at St. James Campus on Thursdays until 6:30 p.m.
Call for an appointment:
St. James: 967-1212, ext. 3310 or 3311

Certification

Many of the courses in this calendar can lead to college diplomas or certificates. Others may lead to certification or accreditation by external professional or licensing bodies.
In both cases, requirements will be clearly outlined in the course information. For further information, contact the Counselling Department at your campus or the chairperson of the department offering your course. It is the student's responsibility to request certification.
Certificates will be prepared by the Student Records Department upon authorization by the Chairperson or Program Co-ordinator.

Advanced Standing

If you have credits from another college or educational institution, and/or related work experience, you may be eligible for advanced standing in certificate and diploma programs. Contact the Program Chairperson for details.

Grades/Credits

Graduates will receive a grade report including a short description of the course approximately one month after the course has ended.

Transfers

Requests for course transfer will be accepted only if made before the third scheduled class and if space is available. Requests for transfer must be made in person or in writing and must be accompanied by the registration receipt. Transfers will be considered as a withdrawal from the first course and a registration in the second. Full fees will apply to the second course chosen. A fee of $5 is charged for this service.

Withdrawal and Refund

If you withdraw before the third scheduled class, you are entitled to a partial refund of tuition fees.
This policy doe not apply to: one-day seminars, courses of three sessions or less, or the Harbourfront Sailing courses.
Apply in person or by mail to your Campus Admissions Office. A registration receipt must be presented before any refund will be made. Non-attendance at classes does not constitute an automatic notice of withdrawal.
Fees will be refunded except for a service charge of $5 and a charge of $5 per scheduled class to a maximum of $10, depending on how many classes have passed at the time of the refund request, regardless of whether or not the student attended classes.
Where a material fee has been paid, refunds will depend upon the amount of materials already used by the student during classes. No refund is permitted on or after the start date of courses lasting one or two days.
Please allow six weeks for the processing and mail delivery of College refund cheques.

Course Cancellation/Changes

George Brown College reserves the right to cancel or suspend courses, combine classes, change instructors or limit enrolment. Courses will be cancelled if there is insufficient enrolment or if the instructor cannot be suitably replaced. Every effort will be made to notify students by phone.
A full refund will be made if a course is cancelled. Please allow six weeks for processing and mail delivery.
Transferees may have their original payment credited to the new course. Overpayment will be refunded by mail, or credited to charge card accounts.
Should the start of a course be postponed, registrations will be notified by telephone of there revised start dates.
Statutory holidays are not considered when advertising course termination dates. This may result in your course running a night longer if a holiday occurs during your course. The same can occur if a class is cancelled.

Financial Assistance

Financial aid is available to some part-time students taking post-secondary credit courses. To find out if you are eligible, call or visit the Student Services Office at 500 MacPherson Avenue (opposite Casa Loma Campus) 967-1212, Monday to Friday, 10 a.m. to 4 p.m.

Books and Supplies

You can buy books and supplies at Campus Bookstores. Your instructor will tell you which books you will need for the course during the first class.
For your convenience, the bookstores at the Casa Loma Campus and the St. James Campus will be open evenings, Monday to Thursday from January 4 to May 31, 1988.
Extended hours:
Casa Loma: 4:30 to 8 p.m.;
St. James: 4:30 to 7:30 p.m.

Foreign Students

Students who are not Canadian citizens or permanent residents may need permission to register from Employment and Immigration Canada. For more information, call 967-1212 and ask for the part-time Admissions Office at the campus where your course is offered.

Senior Citizens

If you are 65 or older, you may register in any of the courses in this directory for $5.00 plus any applicable material fee except where noted. Please be prepared to supply proof of age.

Parking

All George Brown campuses are in downtown Toronto and parking may be difficult. We suggest you leave your car at home and take the TTC instead.
Call TTC information for routes to our campuses: 393-4636.

This directory is prepared several months ahead of the semester. Every effort is made to ensure that the information provided is accurate; however, some changes may take place from the time of publication.

MAIL-IN REGISTRATION APPLICATION

Please complete **all** blocks and mail the completed registration application and payment to:

_____ Campus
(insert campus for your course here)

Part Time Courses: George Brown College,
P.O. Box 1015 Station "B", Toronto, Ontario M5T 2T9

For instruction on how to register by mail, see page 107.

Mail-in registrations should be received by the College at least three weeks before the course starts.

USE ONE FORM PER COURSE

PLEASE PRINT CLEARLY **FOR MAIL REGISTRATION ONLY** **COMPLETE ALL BLOCKS**

George Brown
The City College

SOCIAL INSURANCE NUMBER | DAY MONTH YEAR BIRTH DATE | USE AN X: MR MRS MISS MS | NATIONAL STATUS: CDN PERM. RES. STUDENT VISA

SURNAME (LAST NAME) | GIVEN NAME AND INITIALS

HOME ADDRESS (NUMBER AND STREET) | APARTMENT NO.

CITY | PROVINCE | POSTAL CODE | PHONE NUMBER

DO YOU HOLD ONTARIO GRADE 12 OR EQUIVALENT: YES NO

EMPLOYER'S NAME | BUSINESS PHONE

TRANSFER COURSE INFORMATION FROM CALENDAR

COURSE NAME | COURSE CODE | START TIME

START DATE DAY MONTH YEAR | CAMPUS | HOURS PER NIGHT M T W T F S S | TUITION FEE $ + MATERIAL FEE $ = PAYMENT $

VISA CARD NUMBER **EXPIRY DATE**

STUDENT SIGNATURE **DATE**

USE ONE FORM PER COURSE

PLEASE PRINT CLEARLY **FOR MAIL REGISTRATION ONLY** **COMPLETE ALL BLOCKS**

George Brown
The City College

SOCIAL INSURANCE NUMBER | DAY MONTH YEAR BIRTH DATE | USE AN X: MR MRS MISS MS | NATIONAL STATUS: CDN PERM. RES. STUDENT VISA

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DO YOU HOLD ONTARIO GRADE 12 OR EQUIVALENT: YES NO

EMPLOYER'S NAME | BUSINESS PHONE

TRANSFER COURSE INFORMATION FROM CALENDAR

COURSE NAME | COURSE CODE | START TIME

START DATE DAY MONTH YEAR | CAMPUS | HOURS PER NIGHT M T W T F S S | TUITION FEE $ + MATERIAL FEE $ = PAYMENT $

VISA CARD NUMBER **EXPIRY DATE**

STUDENT SIGNATURE **DATE**

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Blueprint Reading for the Welding Trade 54
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Ministry of Skills Development

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Mon. to Thurs., 10 a.m. to 7:30 p.m.
Fri., 10 a.m. to 4:30 p.m.

George Brown Theatre
530 King St. E.

Nightingale Campus
2 Murray Street
Students register at
Casa Loma Campus

Kensington Campus
21 Nassau Street
Mon. to Thurs., 10 a.m. to 7:30 p.m.
Fri., 10 a.m. to 4:30 p.m.

St. James Campus
200 King Street E.
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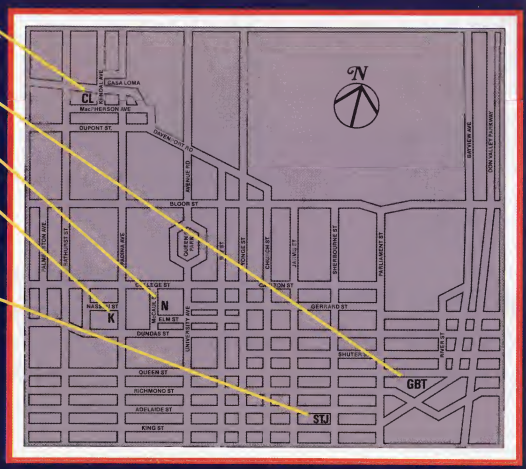
Fri., 10 a.m. to 4:30 p.m.



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